

# Coventry Land Use Handbook

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*A Guide for Processing Development Applications*



*Coventry, Connecticut*

*December 2003, Revised November 2010*

## Acknowledgements

Thanks to the Town of Guilford for creating an excellent Development Guide. Due to their effort, the Town of Coventry had a place to start for this document. Also, a special thanks to Michele Metcalf, UConn Geography Intern, for her dedicated efforts in preparing this document in 2003. The guide was further updated in February 2010 by Jennifer Nelson, Transportation Planner and citizen of Coventry.



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## Introduction

The Town of Coventry developed this handbook in order to explain and expedite the planning and development review and decision processes. It describes the various review processes and hopefully conveys the Town's philosophy and commitment to both Coventry and the applicant to promote appropriate development that meets the needs and desires of both the community and the applicant in a timely and effective manner.

This guide describes the application process in general terms, however, each development application faces different issues and may need multiple permits. Most of the application processes are described through flow charts in order to show the basic procedure. Please see the appropriate flow chart for a description of a particular permit process.

This handbook was created as a helpful guide to building in Coventry and is intended to be an assistive device. This handbook is not intended to be relied upon or referred to as a governing source of law. 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 various Boards and Commissions that can be he considered favorably. Copies of the various Boards' regulations are available for a fee in the Land Use Office.

The Coventry Land Use Office and Town Boards and Commissions encourage direct communication between parties for clarification of information before written responses are completed and transmitted. Preliminary discussions with the various Town Staff and Boards/Commissions are strongly recommended to assist in the design and review process and allow for a more streamlined approach. However, we recognize that any individual Staff may suggest revisions, which would affect other aspects of the plan. This consideration strengthens the need for constant dialogue between parties to properly administrate an application. We will hold pre-submission meetings with the 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.

The Town Hall houses several different key departments involved in land use activities. The Land Use Office, for instance, is located here. In this office, the Town Planner, the Zoning Agent, the Inland Wetlands Agent/Town Engineer reside. The Sanitarian, the Building Official, and the Fire Marshal can be found in the Building, Health, and Fire Office. Both offices are combined in the lower level of the town hall. The Director of Public Works and Tree Warden can be found in the Public Works Department on Bradbury Lane.

All development applications are filed at the Town Hall with the appropriate department. The Land Use Office staff schedules applications on the Planning & Zoning Commission (PZC), Inland Wetlands Agency (IWA), Zoning Board of Appeals (ZBA), Economic Development Commission (EDC), or Conservation Commission (CC) agendas and assists in coordinating the review process among Town departments and, if appropriate, other Town review agencies. The Land Use Office sends the applicant's plans to the Town's Health Department, the Connecticut Water Company, the police department as applicable; as well as the Town Engineer; the Fire Marshal; the Zoning Agent; Public Works Department and other Staff agencies.

## Staff Overview

The following is a list of some of the staff employed by the Town and their functions and duties:

|                                      |                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Director of Planning and Development | Serves as staff to the Planning and Zoning Commission, Economic Development Commission, and the Conservation Commission and Conservation Corps. The Town Planner is responsible for managing the Land Use Office and serves as the Fair Housing Officer.                                                                     |
| Zoning Agent                         | Serves as staff the Zoning Board of Appeals. The Zoning Agent is responsible for ensuring compliance with the zoning regulations and administers zoning permits and Certificates of Use and Occupancy.                                                                                                                       |
| Inland Wetlands Agent/Town Engineer  | Serves as staff to the Inland Wetlands Agency and is responsible for ensuring compliance with the Town's Inland Wetlands and Water Courses Regulations. Provides engineering consultation to various Town Staff and agencies. Also inspects road and drainage improvements and administers driveway/road cut applications.   |
| 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. |
| Sanitarian                           | Is the staff representative of the Eastern Highlands Health District of which the Town is a member. The Sanitarian is responsible for ensuring the compliance with the Connecticut Public Health Code.                                                                                                                       |
| Fire Marshal                         | Responsible for ensuring compliance with the State's Life Safety Code, and serves as support to the Town's two fire departments.                                                                                                                                                                                             |
| Town Manager                         | Is the Chief Administrative Official of the Town and serves as staff to the Economic Development Commission and Town Council.                                                                                                                                                                                                |
| Director of Public Works             | Responsible for managing and supervising the Public Works Department, which includes facility and infrastructure maintenance.                                                                                                                                                                                                |
| Tree Warden                          | Reviews and administers applications for removal of tree specimens located in the Town's right of way as well as staff support on issues relative to vegetation.                                                                                                                                                             |

## Town Staff Directory

| Office / Position                    | Contact                                  | Address                             |
|--------------------------------------|------------------------------------------|-------------------------------------|
| Land Use                             | Phone: 860.742.4062<br>Fax: 860.742.8911 | 1712 Main Street<br>Coventry, 06238 |
| Director of Planning and Development | Eric Trott                               | etrott@coventryct.org               |
| Zoning Agent                         | Bonnie Potocki                           | bpotoki@coventryct.org              |
| Inland Wetlands Agent                | Todd Penney                              | tpenney@coventryct.org              |
| Permit Technician                    | Brenda Bennett                           | bbennett@coventryct.org             |
| WPCA Technician/Operator             | Mike Ruef                                | mruef@coventryct.org                |
|                                      |                                          |                                     |
| Building, Health, and Fire           | Phone: 860.742.4064<br>Fax: 860.742.8911 | 1712 Main Street<br>Coventry, 06238 |
| Building Official                    | Joseph Callahan                          | jcallahan@coventryct.org            |
| Sanitarian                           | Eastern Highlands Health District Staff  | EHHD@mansfieldct.org                |
| Fire Marshall                        | Noel Waite                               | nwaite@coventryct.org               |
| Permit Technician                    | Brigit Tanganelli                        | btanganelli@coventryct.org          |
|                                      |                                          |                                     |
| Public Works                         | Phone: 860.742.6588<br>Fax: 860.742.5467 | 46 Bradbury Lane<br>Coventry, 06238 |
| Director of Public Works             | Tim Webb                                 | twebb@coventryct.org                |
| Town Engineer                        | Todd Penney                              | tpenney@coventryct.org              |
| Tree Warden                          | Tim Webb                                 | twebb@coventryct.org                |
| Superintendant of Operations         | Doug Reese                               | dreese@coventryct.org               |
|                                      |                                          |                                     |
| Town Manager                         | Phone: 860.742.6324<br>Fax: 860.742.8911 | 1712 Main Street<br>Coventry, 06238 |
| Town Manager                         | John Elsesser                            | jelsesser@coventryct.org            |
| Secretary                            | Laura Stone                              | lstone@coventryct.org               |

Correct as of 3/23/11. Subject to change.

## General Responsibilities of Town and Applicants

The application review time line can only be met if both the Town Staff and the applicant provide the necessary information 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.
- To return all comments within the thirty-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 any scheduled meeting.

### Applicant's Responsibilities

- Submit applications which contain the required elements, including application fees. 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.
- Communicate issues in a timely and effective manner.
- Applicant must provide a contact person to receive all communications (i.e. agenda comments, referrals, etc.). This will assure that all information goes to the proper individuals in a timely and effective manner.
- Applicant must contact the Land Use Office at the time of submission and prior to any hearing to determine how many sets of site plans are required for review.

## General Responsibilities of Boards and Commissions

Note: The following is a general overview of the various land use boards/commissions responsibilities. Applicants should consult the individual boards' /commissions' regulations and policies for more specific details on these requirements.

### Planning and Zoning Commission

The Planning and Zoning Commission (PZC) in its planning capacity reviews and decides on 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.) The PZC reviews and makes recommendations on all proposed municipal improvements, such as streets; bridges; roads; public schools, parks and utilities; and public housing developments. They also establish, change, or repeal regulations for the subdivision or resubdivision of land. Another important duty the PZC performs is reviewing and revising the Plan of Conservation and Development.

The PZC, in its zoning capacity, is responsible for reviewing and deciding on any permits required by the zoning regulations (i.e. special permit, site plan). They hear, consider, and decide upon applications for special permits or special exemptions to the extent required by the zoning regulations. The PZC hears and acts on changes to the zoning map and adopts and/or amends the zoning regulations. The PZC, Town residents, or property owners may initiate zoning regulation or map changes.

The Planning and Zoning Commission reviews and decides on special permit applications. A special permit authorizes 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 must hold a public hearing to review an application against specific criteria in the zoning regulations. The PZC focuses on development impacts and those discretionary zoning regulation criteria applicable to the proposal.

### Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is a quasi-judicial body, which hears and decides on several types of applications:

- **Variances:** An application where relief or relaxation of a particular zoning regulation is sought. Variances typically are either dimensional in nature or involve a particular use or reuse. In order for a variance to be approved, the applicant must demonstrate a zoning "hardship" which relates specifically to a land-based constraint. The ZBA varies the application of the zoning regulations in harmony with their general purpose and intent after consideration for conserving the public health, safety, welfare, convenience, and property values.
- **Appeals of Orders:** An applicant may appeal a decision, order, action or inaction of the Zoning Agent to the ZBA for a ruling.

The ZBA can also consider matters such as special exceptions or special exemptions when allowed in the zoning regulations. The ZBA must endorse the siting of a motor vehicle gas station, repair, sales and storage facility.



## Water Pollution Control Authority

The WPCA is in charge of the public sewer system and reviews and decides on applications to connect into the public sewer system. The WPCA considers physical expansion of the system when necessary.

## Inland Wetlands Agency

An application must be submitted to the Inland Wetlands Agency (IWA) for an inland wetlands permit when activity is proposed in a wetland or watercourse, or within 75' of a wetland or watercourse or 150' of a major watercourse including Coventry Lake, Eagleville Lake, and the three major rivers in Town including the Skungamaug, Willimantic, and Hop Rivers. Please refer to the IWW A regulations for a specific definition of a "regulated activity."

If land to be subdivided contains wetlands or watercourses, an approval from IWA is required, regardless of whether there is any work to be conducted in or within 75' of those wetlands or watercourses (or 150' in the areas previously specified). Under state law, a report from the IWA must be submitted to the Planning and Zoning Commission before the PZC can act on the subdivision application.

When the PZC is considering an application, which includes the conduct of a regulated activity, the IWA must render a decision prior to that of the PZC. The IWA may also amend, modify, enforce and create new regulations as it deems necessary to protect the wetlands and watercourses within the town. The IWA serves as the sole agent for licensing of regulated activities. The IWA serves as the aquifer protection agency to protect the town's aquifers, and administers the state mandated level of aquifer protection regulations.

The IWA reviews and administers applications where there is the conduct of a regulated activity in the buffer area as defined in the Inland Wetland and Watercourses regulation. There are two different types of wetlands approvals:

- **Formal Inland Wetlands Agency Approval:** Those activities that are proposed within the wetlands, or are of a nature where there is a high likelihood of negative effect to the wetlands, need to go through the formal Inland Wetlands Agency approval. This especially involves activities directly in the wetlands or wetland boundaries and extensive land disturbance activities within these areas.
- **Wetlands Agent Approval:** In some cases, the Wetlands Agent can sign permits that the actual agency does not need to hear. These permits typically involve minor activities where there is a low likelihood of negative impacts to the wetlands. These activities are typically buffer area activities.

## Conservation Commission

The Conservation Commission is an advisory board. The board makes recommendations on open space and conservation issues for the PZC and the IWA to consider. The Commission also identifies open space priorities and makes recommendations on an open space plan for the town and the recycling practices in Town.

According to the Town Ordinance, the Conservation Commission conducts research into the utilization and possible utilization of land areas of the town and may coordinate the activities of unofficial bodies organized for similar purposes. They may advertise, prepare and distribute books, maps, charts, plans and pamphlets as necessary for its purposes. It may inventory natural resources and formulate watershed management and drought management plans.

The Conservation Commission keeps an index of all open space areas, publicly or privately owned including open marshlands, swamps and other wetlands for the purpose of obtaining information on the proper use of such areas it may recommend to the PZC plans and programs for the development and use of such areas. It may supervise and manage municipally owned open space of property upon delegation of such authority by the Town Council. Furthermore, it may work with property owners to advise them of pertinent regulations and assist in developing appropriate conservation management plans.

## Economic Development Commission

The Economic Development Commission (EDC) is an advisory board that gives recommendations on economic development issues. The Commission promotes activities relative to economic development such as business surveys, assistance to the business community in the form of seminars or forums and supports economic development initiatives through the land use process.

The EDC also supports the efforts of the Route 6 Regional Economic Development Council. The Council is a representative group of officials from Andover, Bolton, Columbia and Coventry who focus their effort on Regional Cooperative Economic Development duties.

## What Happens at a Public Hearing?

The PZC, the IWA and the ZBA all conduct public hearings. The PZC conducts public hearings for all zoning map and regulation changes, special permit applications, subdivisions and resubdivisions. The IWA conducts public hearings for all regulation changes and certain 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 provides comments or recommendations. At this hearing, anyone who wishes to speak either in favor or against an application has the opportunity to do so at the discretion of the Chairman.

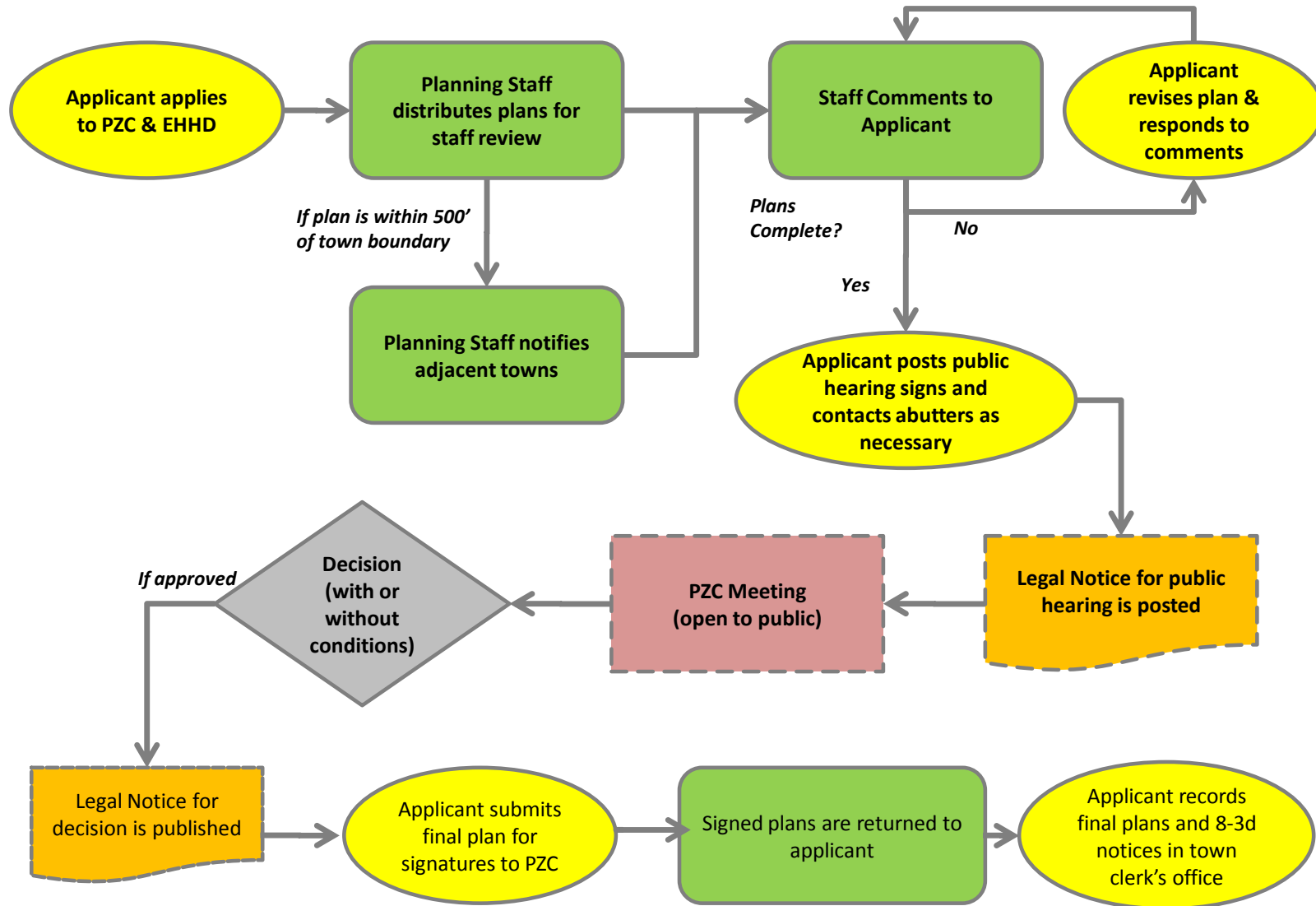
Once the hearing is closed, the PZC, the IWA or the ZBA can receive no more testimony or new information on the application. This is a principle of administrative law established to afford the Commission a full range of opinion and comment on an application and to afford all sides an equal opportunity to be heard. The ZBA usually acts on each application the same night as the public hearing. The PZC and the IWA may act the night of the hearing, or at a subsequent meeting, depending upon the information and testimony provided during the hearing. The Commission has the right to receive clarifying information from Staff after the close of the hearing.

## Graphical and Written Descriptions of Development Application Processes

The following pages show different land use review procedures through flow charts and written highlights of these charts. These are intended to clarify the administration of land use applications. The key below depicts common symbols and actions depicted in the flow charts.



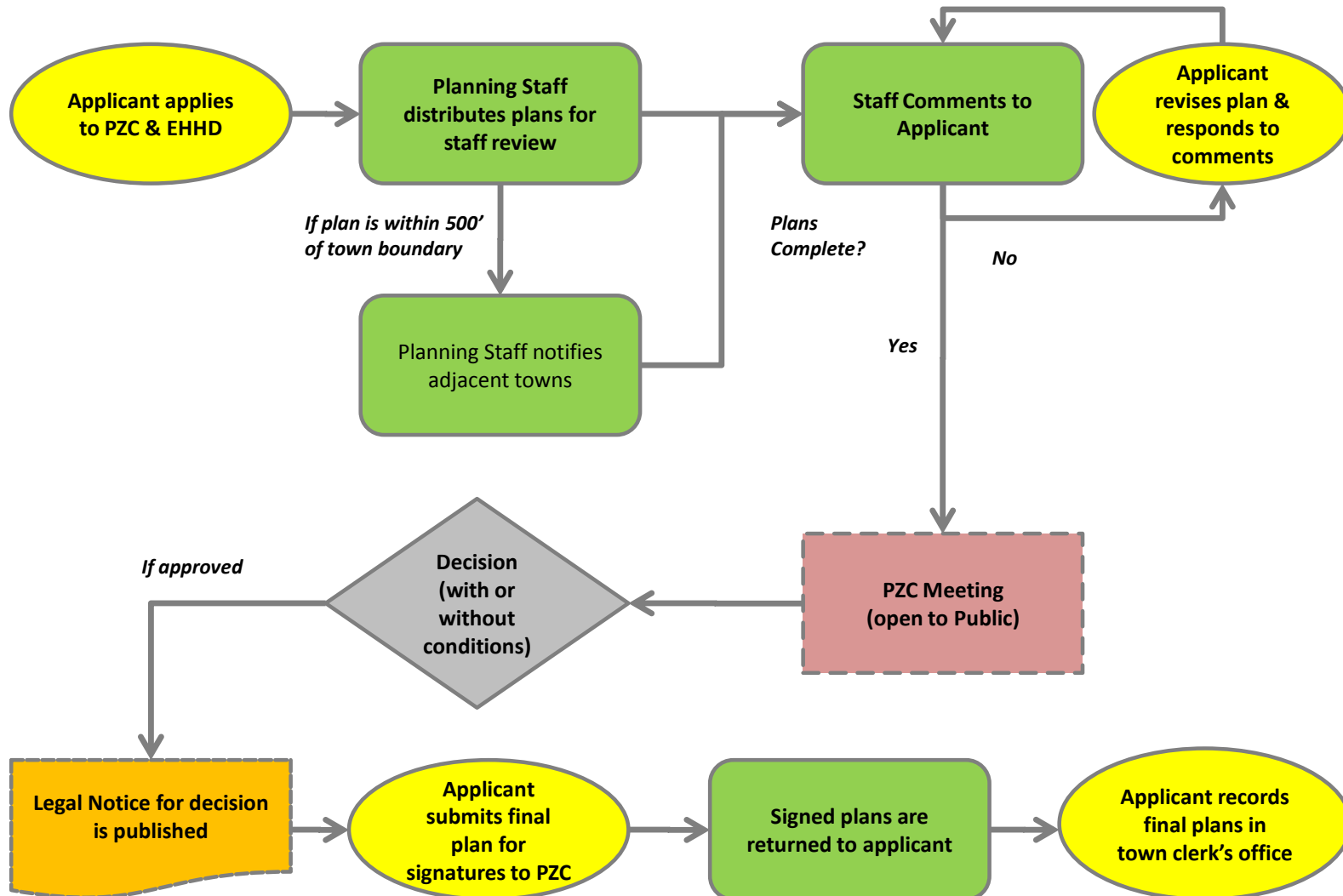
# Special Permit Application Process



### Notes on Special Permit Application Process

- If the site is within 500' of the Town line, the Land Use Office will notify the adjacent municipality within 7 days of the Planning and Zoning Commission's receipt of the application process (CT General Statute Section 8-3h).
- The applicant is required to post public hearing signs of the property 10 prior to the public hearing.
- The applicant must submit a final Mylar copy of the approved site plan for signature by the PZC chairman, which is returned to the applicant.
- The applicant is required to file an 8-3d notice of approval as well as a final Mylar copy of the approved site plan on the land records in the town clerk's office for the decision to be effective.
- The applicant can submit a special permit application up to 4:30 PM on the day of a regularly scheduled PZC meeting for it to be received by the PZC at that meeting.

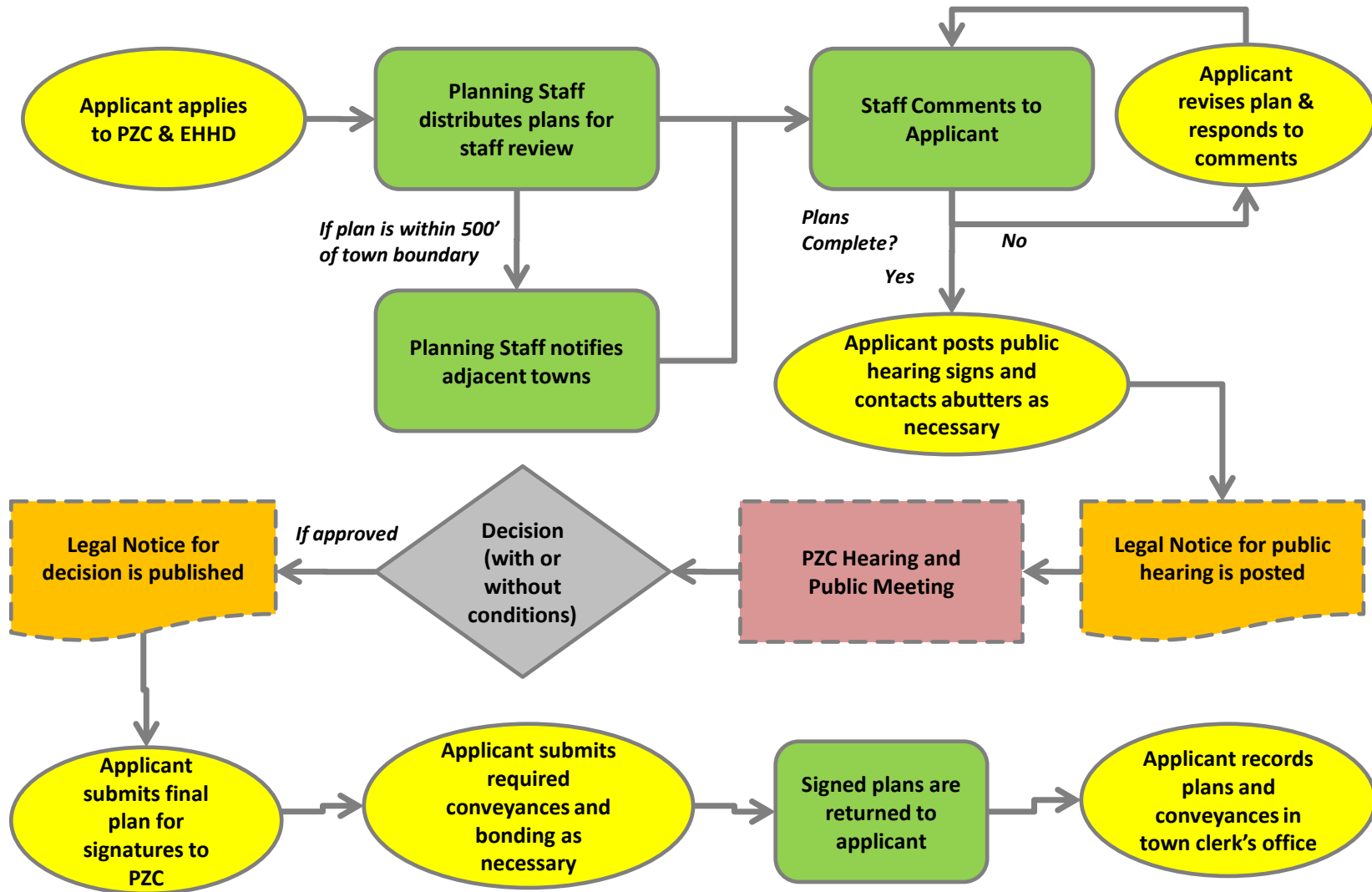
# Site Plan Application Process



## Notes on Site Plan Application Process

- If the site is within 500' of the Town line, the Land Use Office will notify the adjacent municipality within 7 days of the Planning and Zoning Commission's receipt of the application process (CT General Statute Section 8-3h).
- The applicant must submit a final Mylar copy of the approved site plan for signature by the PZC chairman, which is returned to the applicant and recorded in the land records in the Town Clerk's Office.
- The applicant can submit a site plan application up to 4:30 PM on the day of a regularly scheduled PZC meeting for it to be received by the PZC at that meeting.

# Subdivision/ Resubdivision Application Process

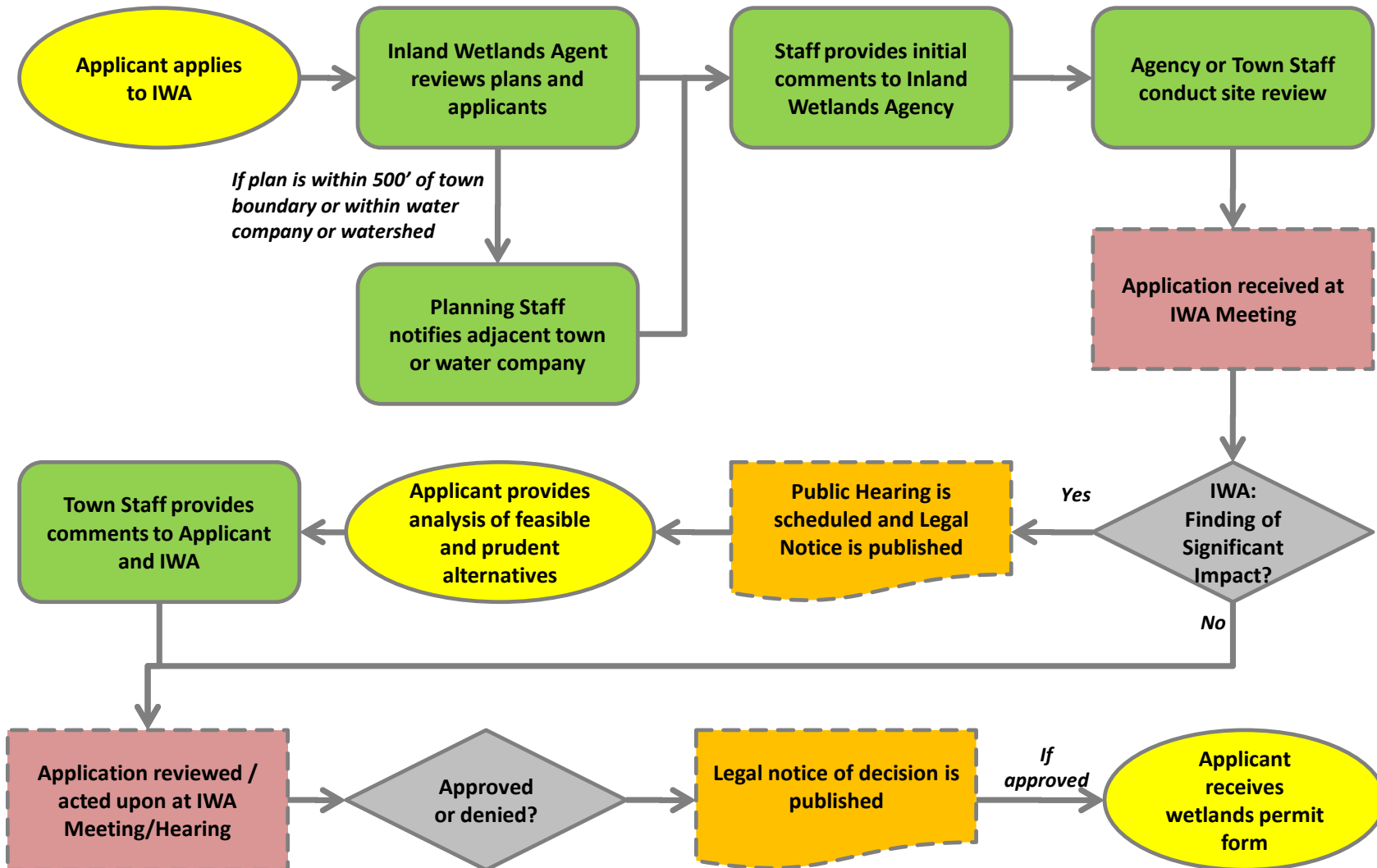




## Notes on Subdivision/Resubdivision Application Process

- Subdivision means the division of a tract or parcel of land into 3 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, if such a 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 a map.
- If the site is within 500' of the Town line, the Land Use Office will notify the adjacent municipality and either the Capitol Region Council of Governments (CRCOG) or the Windham Council of Governments (WINCOG) within 7 days of the PZC's receipt of the application. CRCOG/WINCOG is required to comment within 35 days of receipt of the notice and the PZC cannot act until CRCOG/WINCOG's comments are received.
- The applicant is required to post public hearing signs and contact abutters by registered mail 10 days prior to the public hearing.
- The applicant must submit draft copies of required conveyances of property interest and required bonding, as determined by the Town Engineer, prior to the filing of the final plan as indicated above. The town has standard conveyance documents that are typically utilized.
- The applicant must submit a final Mylar copy of the approved site plan for signature by the PZC chairman, which is returned to the applicant and recorded in the land records in the Town Clerk's Office.
- The applicant can submit a subdivision application up to 4:30 PM on the day of a regularly scheduled PZC meeting for it to be received by the PZC at that meeting.

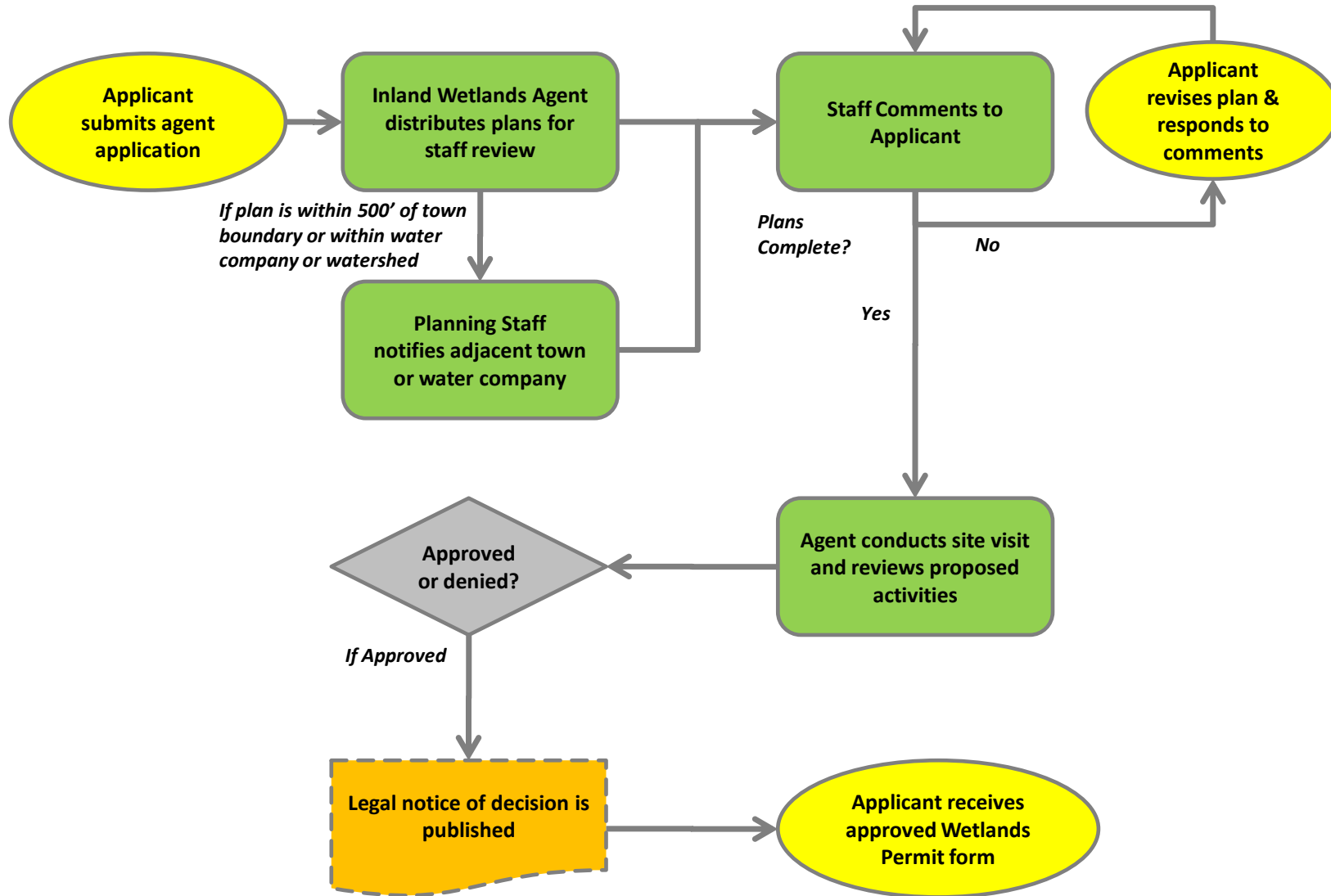
# Inland Wetlands Agency Application Process



## Notes on Inland Wetlands Agency Application Process

- When an application involves a regulated activity upon a wetland or watercourse, any portion of which is within 500' of the Town line, the Town will notify the municipal who will notify the Wetlands 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 the Land Use Office.
- 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 section 22a-42a(c)(l) of the Connecticut General Statutes. C.G.S. section 22a-42a(c)(l) also requires that a public hearing be held if a petition signed by at least 25 persons requesting a hearing is filed with the IWA not later than 14 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 an inland wetland or watercourse, any portion of which is within the watershed of a water company as defined in section 16-1 of the Connecticut General Statutes, the applicant shall provide written notice of the application to the water company 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 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 or the date of the application.
- The applicant can submit a Wetlands Agency application up to 4:30 PM on the day before the regularly scheduled IWA meeting for it to be received by the IWA at that meeting.

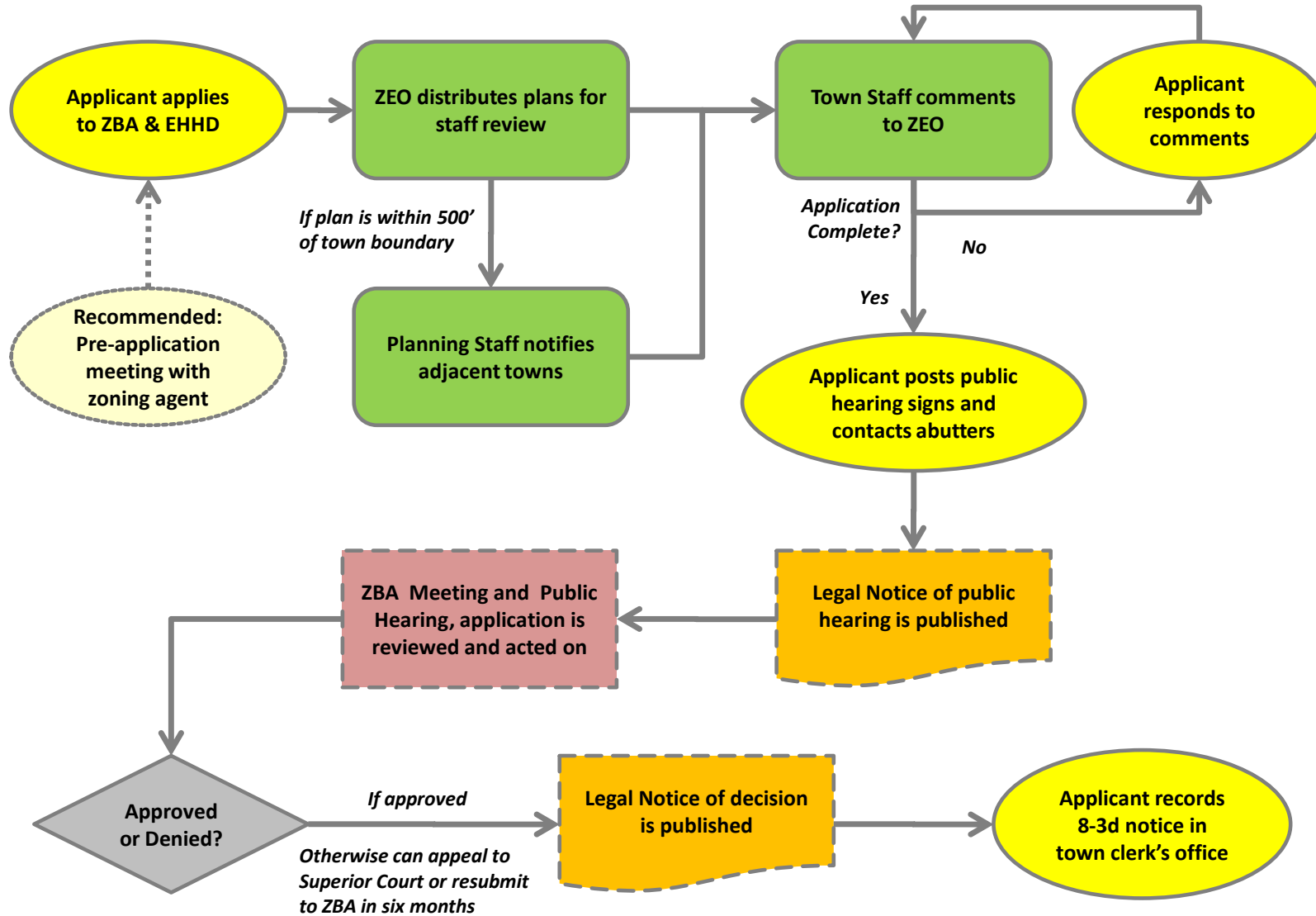
# Inland Wetlands Agent Application Process



### **Notes on Inland Wetlands Agent Application Process**

- When an application involves a regulated activity upon a wetlands or watercourse, any portion of which is within 500' of the Town line, the Town will notify the municipal wetlands 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 the Land Use Office.
- When the application involves property, which is within 500' of the Town line, the Town must notify the Town Clerk of the adjacent municipality by certified mail within seven days of the receipt of the application.
- When an application is filed to conduct or cause to be conducted a regulated activity upon an inland wetland or watercourse, any portion of which is within the watershed of a water company as defined in section 16-1 of the Connecticut General Statutes, the applicant shall provide written notice of the application to the water company 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 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.
- The applicant is required to publish a legal notice of decision and proof of printing to the wetlands agent.
- The applicant can submit a Wetlands Agent Application during normal Land Use Office business hours.

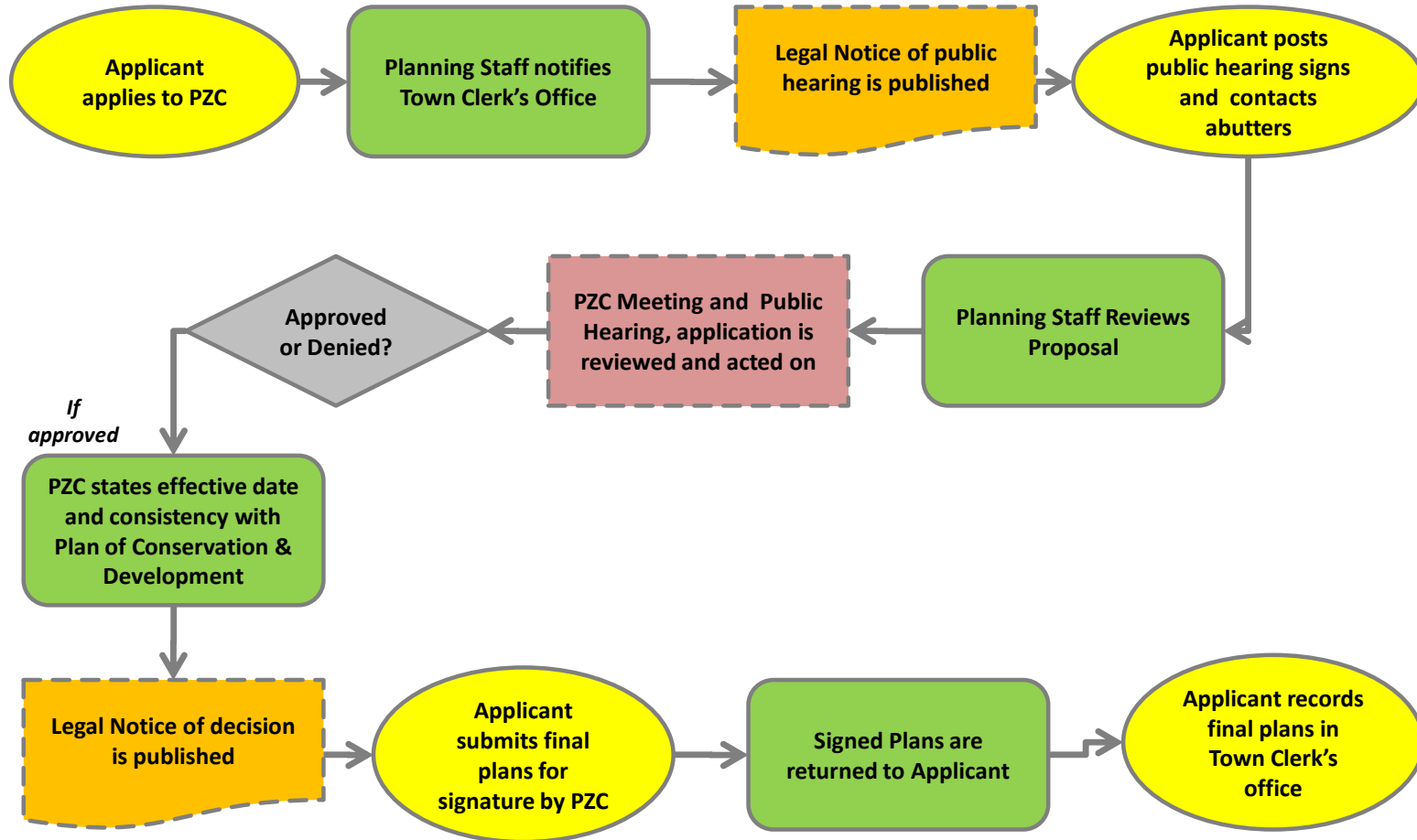
# Zoning Board of Appeals Application Process



## Notes on Zoning Board of Appeals Application Process

- Pre-application meeting with Zoning Agent is recommended prior to submission.
- When the application involves property which is within 500' of the Town line, the Town must notify the Town Clerk of the adjacent municipality by certified mail within seven days of the receipt of the application.
- The applicant is required to post public hearing signs and contact abutters by registered mail 10 days prior to the public hearing and show proof to the Board.
- The applicant is required to file an 8-3d notice of approval supplied by the Town, on the land records in the Town Clerk's Office for the decision to be effective.
- In order for an application to be heard at a ZBA meeting, it must be submitted by the last business day of the preceding month so that the published notice requirement of the Statutes is met.
- The applicant must clearly demonstrate a "hardship" for the Board to consider a zoning variance, as defined in section 8-6 of the CT General Statutes.
- 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.

# Zoning Map Amendment Process

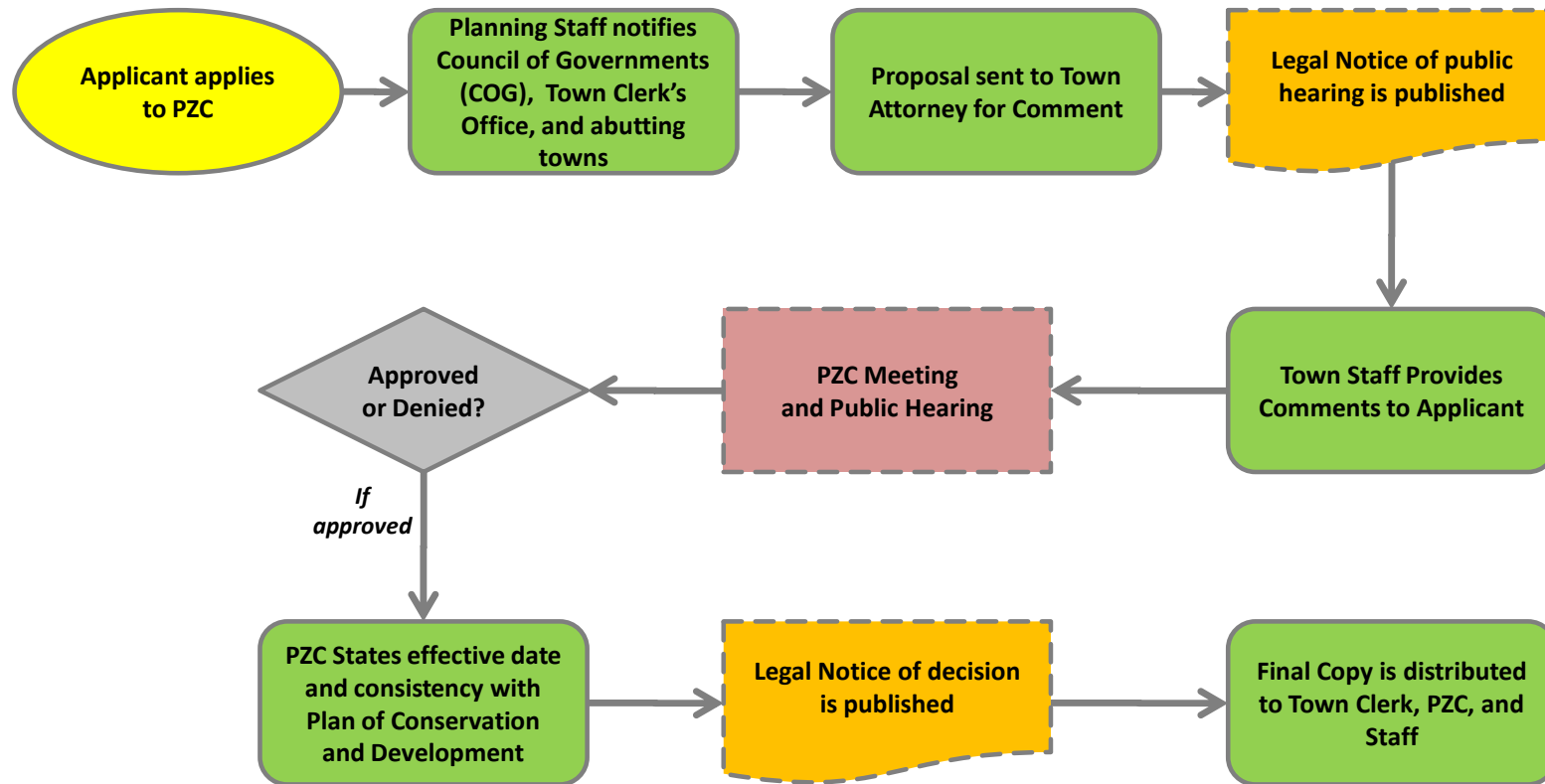




### Notes on Zoning Map Amendment Process

- If the site is within 500' of the Town line, the Land Use Office will notify the adjacent municipality within 7 days of the Planning and Zoning Commission's receipt of the application process (CT General Statute Section 8-3h).
- The Land Use Office will notify the Town Clerk's Office of the pending proposal.
- The PZC must consider the Plan of Conservation and Development (POCD) when reviewing a zone map amendment proposal.
- The PZC must state an effective date for the amendment.
- The applicant is required to post public hearing signs and contact abutters within 500' of the property, 10 days prior to the public hearing.
- The applicant must submit a final Mylar copy of the approved zone change for signature by the PZC chairman, which is returned to the applicant, and filed in the Town Clerk's Office.
- The applicant can submit a zone change application up to 4:30 PM on the day of a regularly scheduled PZC meeting for it to be received by the PZC at that meeting.

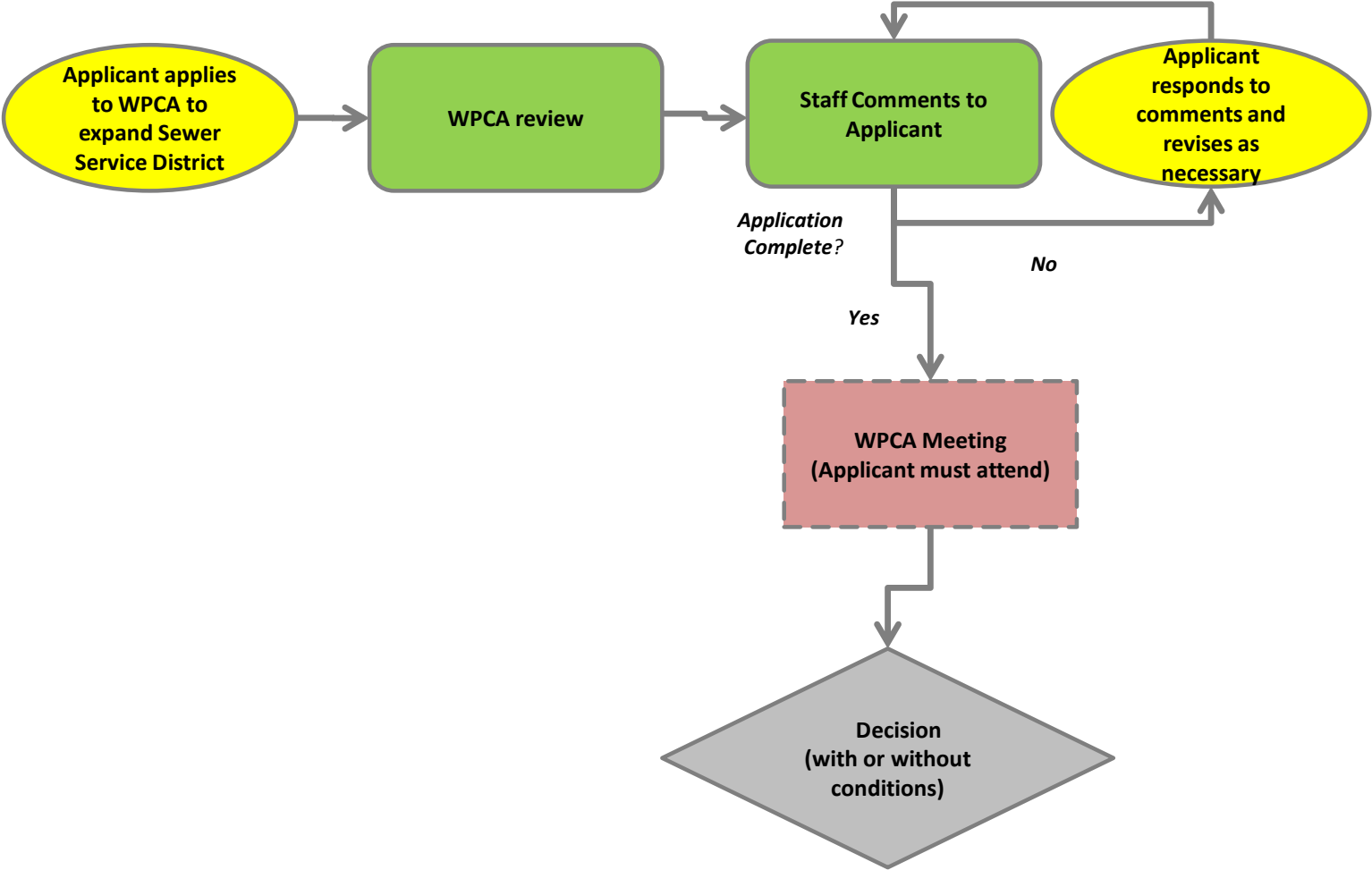
# Zoning Regulation Amendment Process



### **Notes on Zoning Regulation Amendment Process**

- Land Use Office will notify abutting municipalities, Council of Governments and Town Clerk's Office of pending proposal.
- The Town Attorney will review and comment on the proposal prior to the public hearing.
- The PZC must consider the Plan of Conservation and Development when reviewing a zoning text amendment proposal.
- The PZC must state an effective date for the amendment by the Land Use Office.
- Final copies of the amendment are distributed to the Town Clerk, Town staff and PZC members.
- The applicant can submit a zoning regulation amendment application up to 4:30 PM on the day of a regularly scheduled PZC meeting for it to be received by the PZC at that meeting.

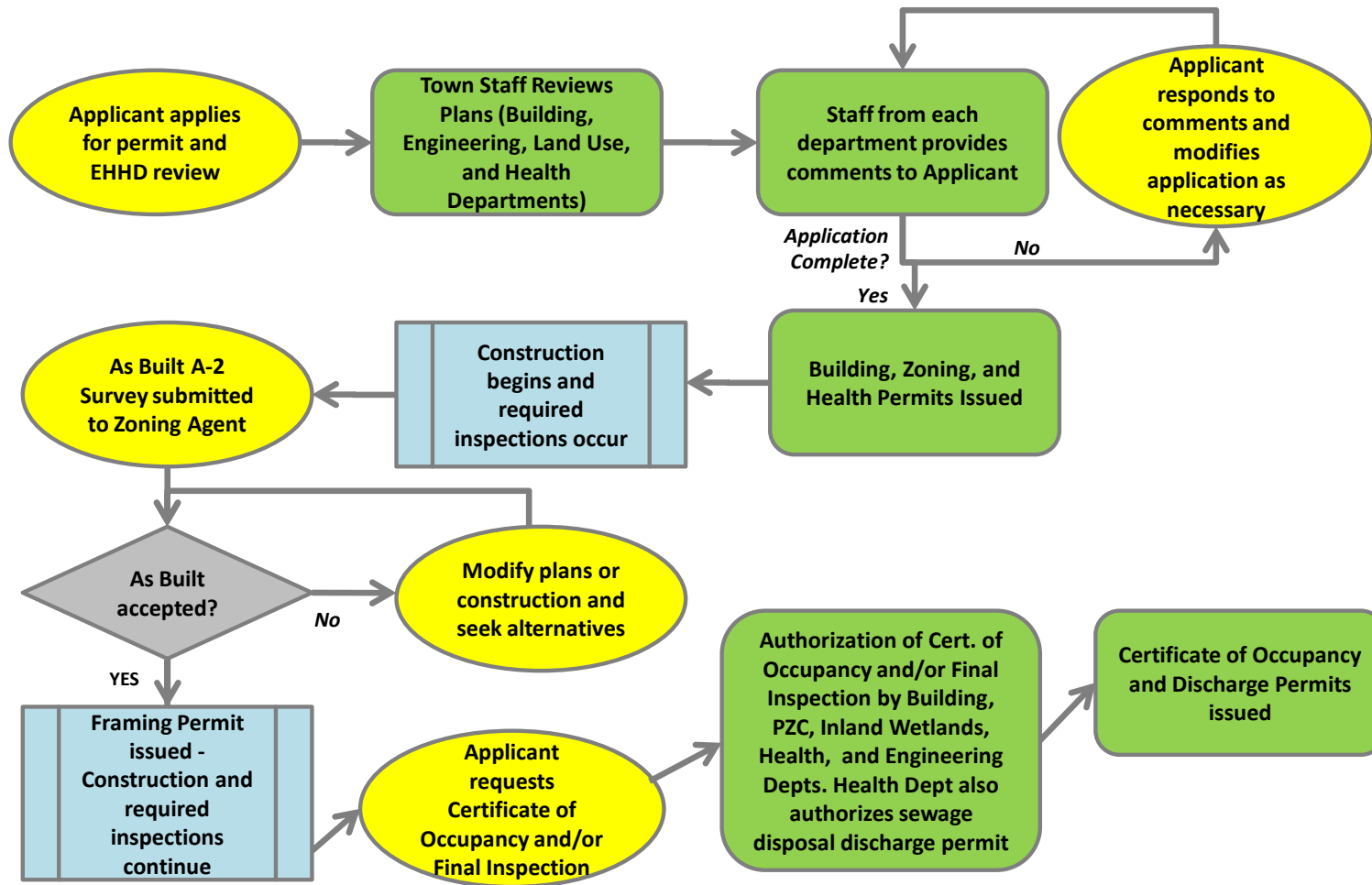
# WPCA Application and Sewer District Inclusion Process



### Notes on WPCA and Sewer District Inclusion Application Process

- Applicant must submit application and set of plans for staff and WPCA review.
- Please refer to WPCA regulations and Staff for further guidance on hook-ups and availability.
- If a property is owned with sewers adjacent to it but with no sewer lateral, an application to be included in the sewer service district is considered by the WPCA.
- It must be demonstrated that the lot can support a three-bedroom home on a private septic system. This may require an engineered septic plan. The WPCA will need letters from the septic engineer and Eastern Highlands Health District confirming the lot could sustain a septic system.
- Demonstrating that the lot can support a three-bedroom home on septic is not a guarantee of inclusion within the sewer service district and/or sewer connection. Connections may be limited by capacity at the Wastewater Treatment Plant. However, if sewers are adjacent to the property and the septic system fails, the property **MUST** connect to sewers. In this case, an engineered septic plan is not required.
- Please contact the WPCA Technician/Operator at least 72 hours before a WPCA meeting to be added to the Agenda.
- If a property was included with the sewer service district and has a sewer lateral, then none of the abovementioned criteria applies. Follow the standard sewer connection procedure.

# Building Permit Application Process – New House Construction



Notes on Construction Procedure for a New House

### **Preliminary Site Analysis:**

- Prepare A-2 boundary survey of site
- Prepare wetlands delineation by soil scientist
- Conduct soil testing for septic suitability with Health District
- Determine zoning criteria for the site (i.e. lot size, lot coverage, etc.).
- Create site development plan that indicates the proposed construction (i.e. wetlands, house, septic, driveway, grading, drainage, erosion and sediment controls, etc.)
- Prepare architectural plans of proposed construction

### **Preparing Permit Applications:**

#### **Wetlands Permit:**

- If wetlands exist on-site or within 75' (150' from Coventry Lake, Eagleville Lake or Rivers) of land disturbance activity, then a wetlands agent/agency approval is required
- Please refer to agent/agency permit process for details

#### **Health District Approval:**

- If the structure is to be served by a private well and/or septic, then approval from the Town Sanitarian is required
- Please refer to the well/septic permit process for details and further guidance

#### **Zoning Permit:**

- Obtain a zoning permit approval from the zoning agent
- Please refer to the building permit process details or application form for further guidance

#### **Driveway Permit:**

- Obtain driveway/curb cut and driveway drainage approval from the Town Engineer
- Please refer to the building permit process details or application form for further guidance

#### **Building Permit:**

- Obtain a building permit approval (foundation only/framing) from the building official
- Additional permits may include: electrical, plumbing and mechanical
- Please refer to building permit process details or application form for further guidance.

## Notes on Construction Procedure for a New House

### Building the New House:

- Have limits of clearing flagged in field and certified (as required)
- Adhere to all limits of clearing or disturbance as per approved permits
- Install and maintain all required erosion and sedimentation controls on-site
- Schedule required inspections with various town staff to verify permit compliance
- Create "As-Built" survey for foundation location, and submit to Building Office for staff approval
- Pay for framing permit
- Proceed with framing of structure after staff approval
- Comply with all permit conditions as required

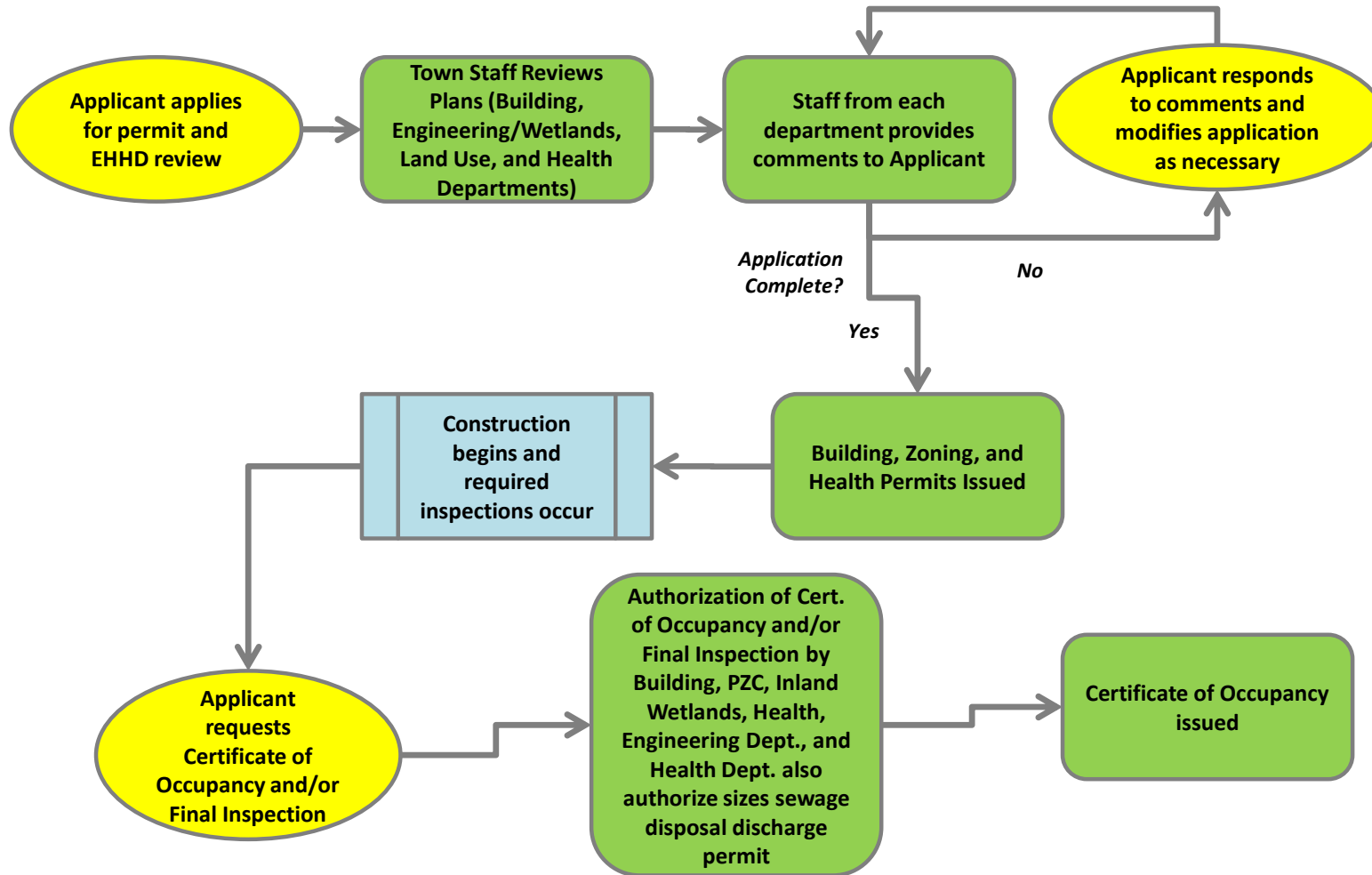
### Obtain Certificate of Use/Occupancy:

- Request final inspection for Certificate of Use/Occupancy from the Zoning Agent, including:
  - House number visible from road

- Final grading of lot
- Stabilization compliance
- Erosion control compliance
- Lot pinning certification
- Driveway/width/surface compliance
- Request final inspection for Certificate of Use/Occupancy from the Sanitarian, including:
  - Septic as-built drawing
  - Water test report
  - Well completion report
  - Grading in septic and well areas
- Request final inspection for Certificate of Use/Occupancy from the Building Official including:
  - All construction permits
  - Electrical, plumbing, mechanical permits
- Request final inspection for Certificate of Use/Occupancy from Town Engineer including:
  - Driveway apron approval (width, surface)
  - Any drainage matters



# Building Permit Application Process – Accessory Structure/Addition



## Construction Procedure for an Accessory Structure/Addition

### Preliminary Site Analysis:

- Prepare A-2 boundary survey of site or sketch plan depending upon nature of construction
- Prepare wetlands delineation by soil scientist or provide other resource information indicating wetlands as necessary.
- Determine location of well and septic in relation to new structure.
- Determine zoning criteria for the site (i.e. setbacks, lot coverage, etc.)
- Create site development plan that indicates the proposed construction and existing structures, uses (i.e. wetlands, house, septic, driveway grading, drainage, erosion and sediment controls, etc.)
- Prepare architectural plans of proposed construction or building

### Preparing Permit Applications:

#### **Wetlands Permit:**

- If wetlands exist on-site or within 75' (150' from Coventry Lake, Eagleville Lake or Rivers) of land disturbance activity, then a wetlands agent/agency approval is required
- Please refer to agent/agency permit process for details

#### **Health District Approval:**

- Determine location of well and septic in relation to new structure
- Provide other information as requested by sanitarian on a case by case basis
- The Town Sanitarian renders decision on compliance with the Public Health Code for proposed construction.
- Refer to Health District application process details for further guidance.

#### **Zoning Permit:**

- Obtain zoning permit approval from the zoning agent.
- Please refer to the accessory structure application process details or application form for further guidance.

#### **Building Permit:**

- Obtain a building permit approval from the building official.
- Additional permits may include: electrical, plumbing and mechanical
- Please refer to accessory structure application process details or application form for further guidance.

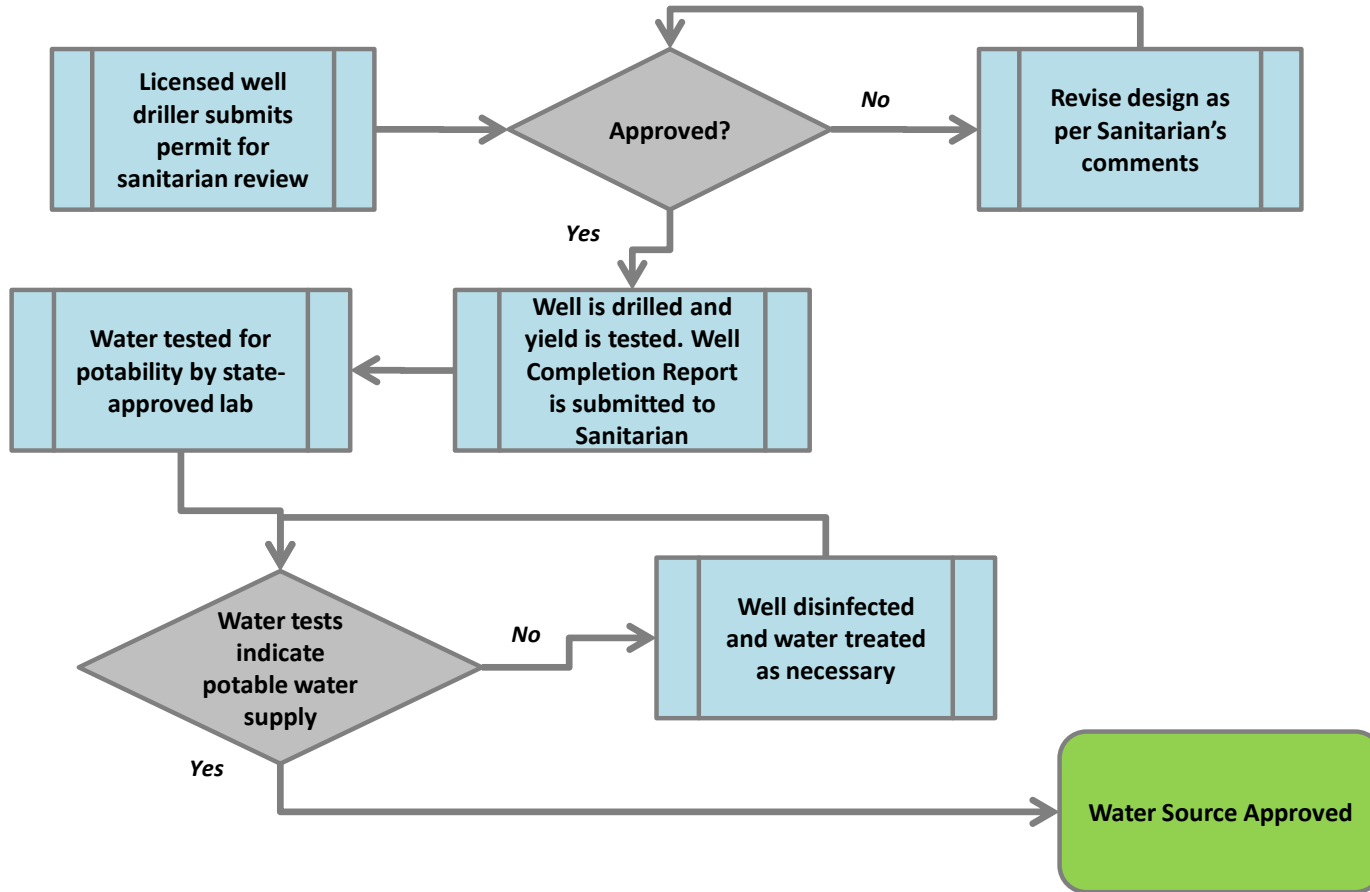
**Building the Structure:**

- Install and maintain all required erosion and sedimentation controls on-site
- Adhere to all limits of clearing or disturbance as per approved permits
- Schedule required inspections with various Town Staff to verify permit compliance
- Comply with all permit conditions as required

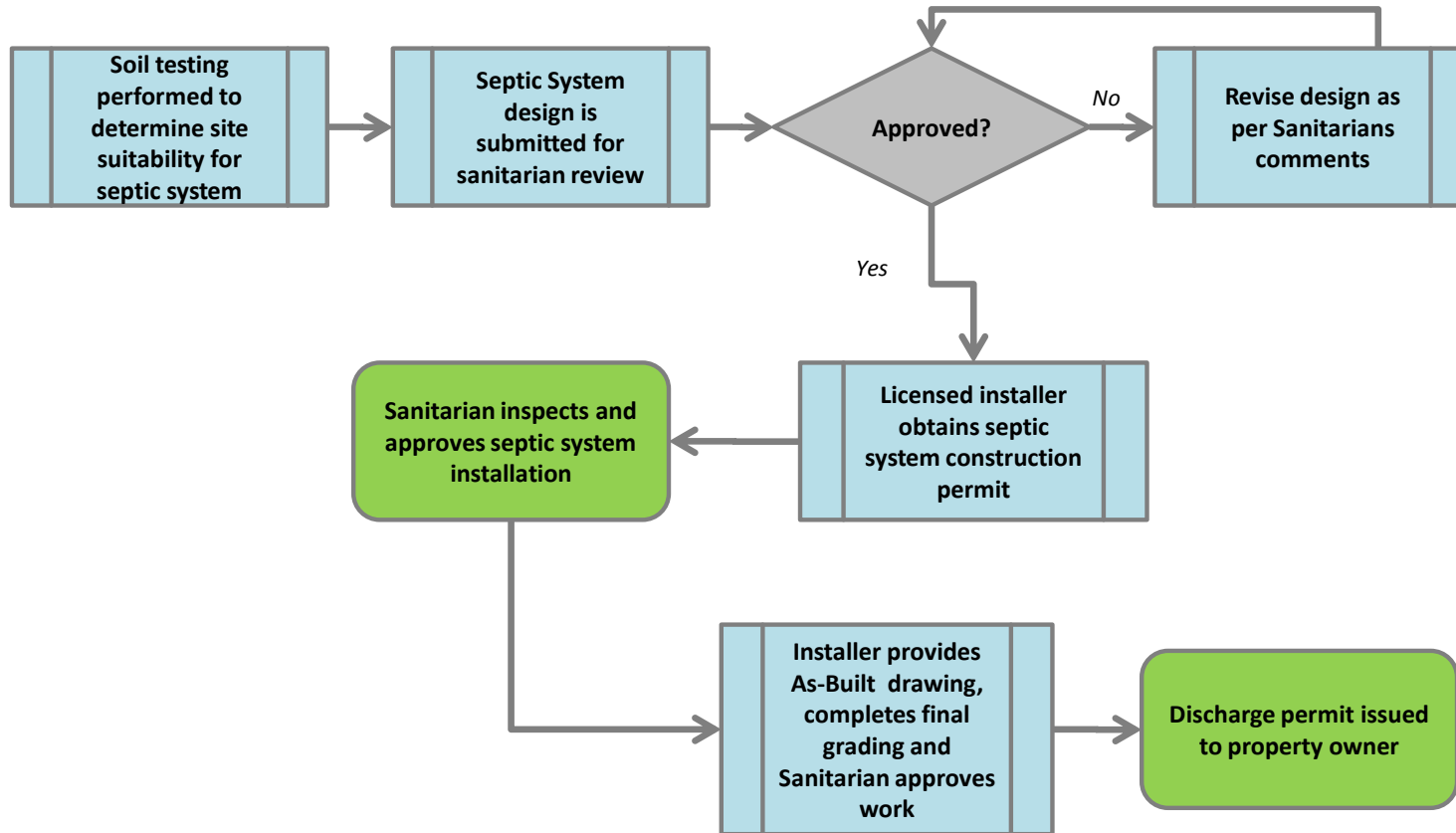
**Obtain Certificate of Use/Occupancy:**

- Request final inspection for Certificate of Use/Occupancy from the Building Official
  - All construction permits
  - Electrical, plumbing, mechanical permits as necessary
- Request final inspection for Certificate of Use/Occupancy from the Zoning Agent
- Request final inspection for Certificate of Use/Occupancy from the Sanitarian

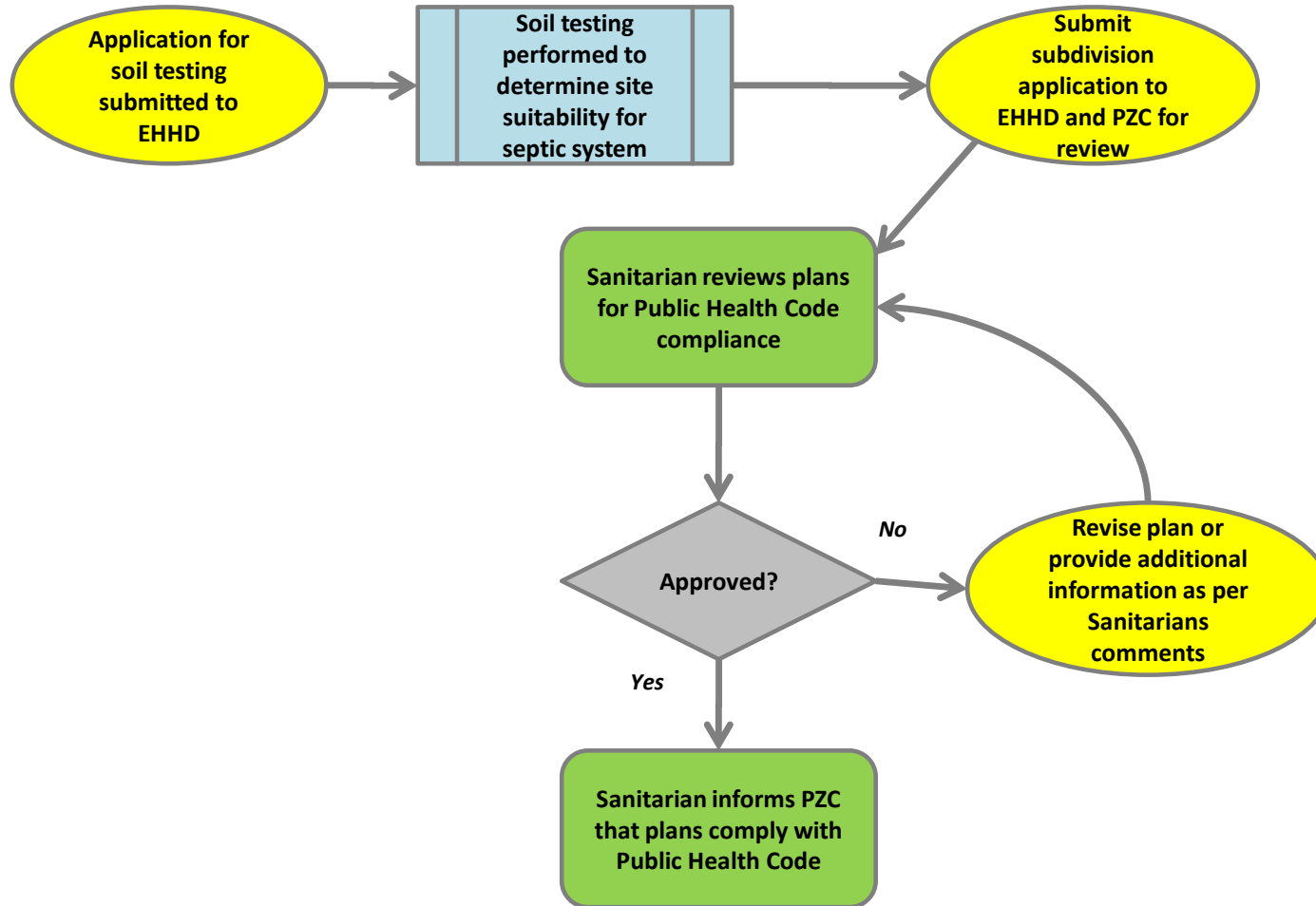
# Well Construction Application Process



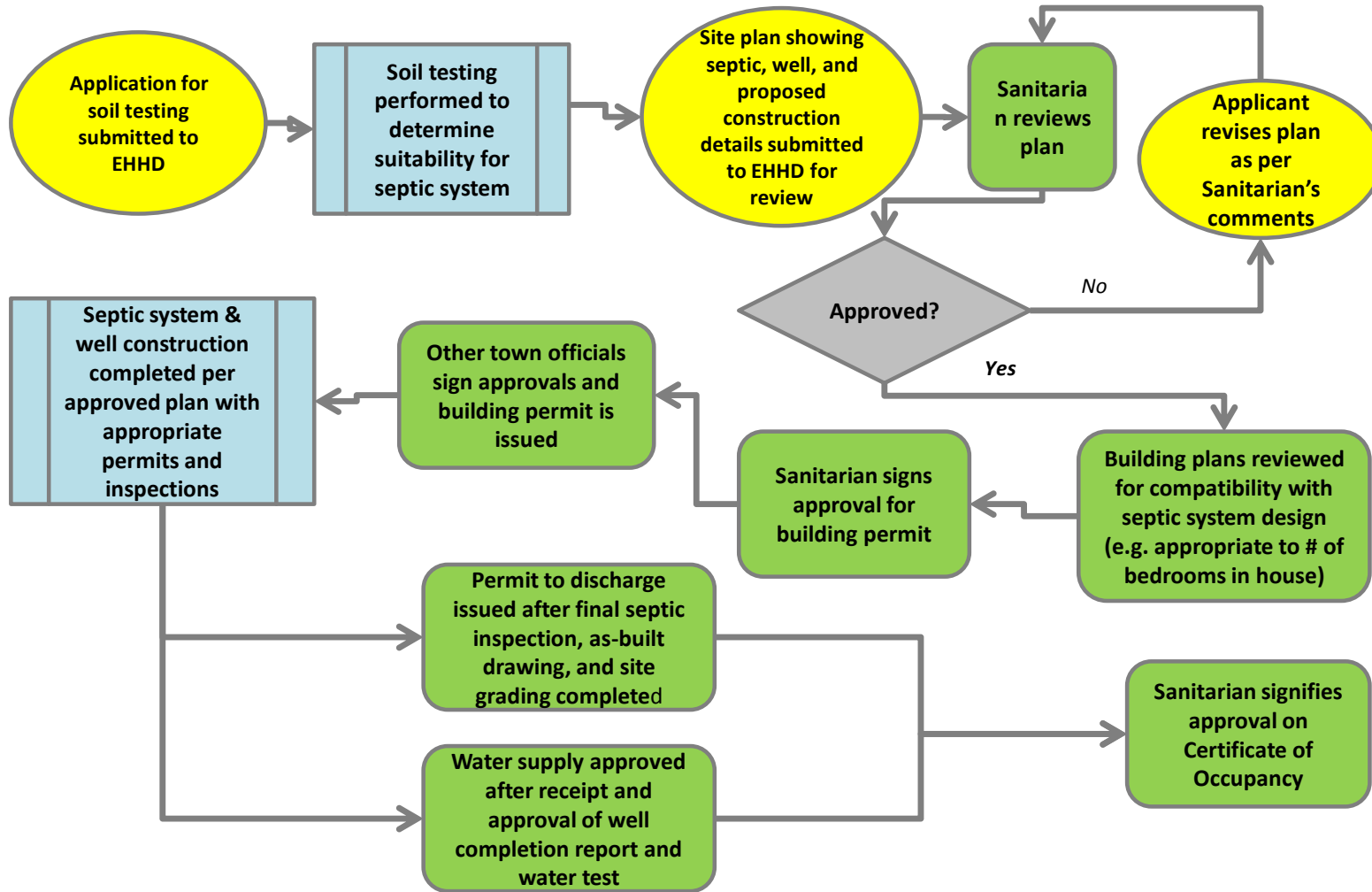
# Septic System Construction Application Process



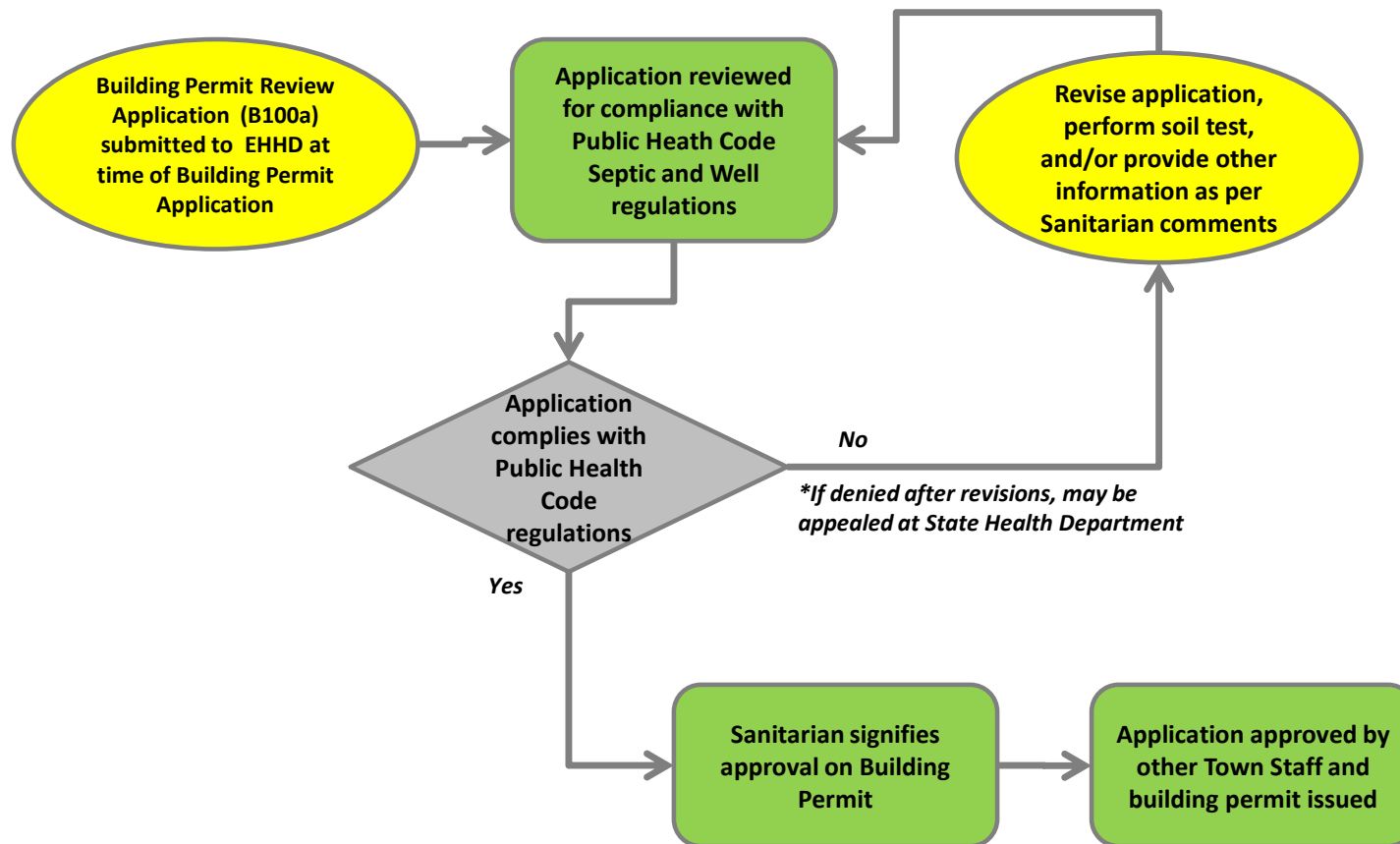
# Septic System Permit Process - Subdivision



## New House Construction Septic System Permit Process

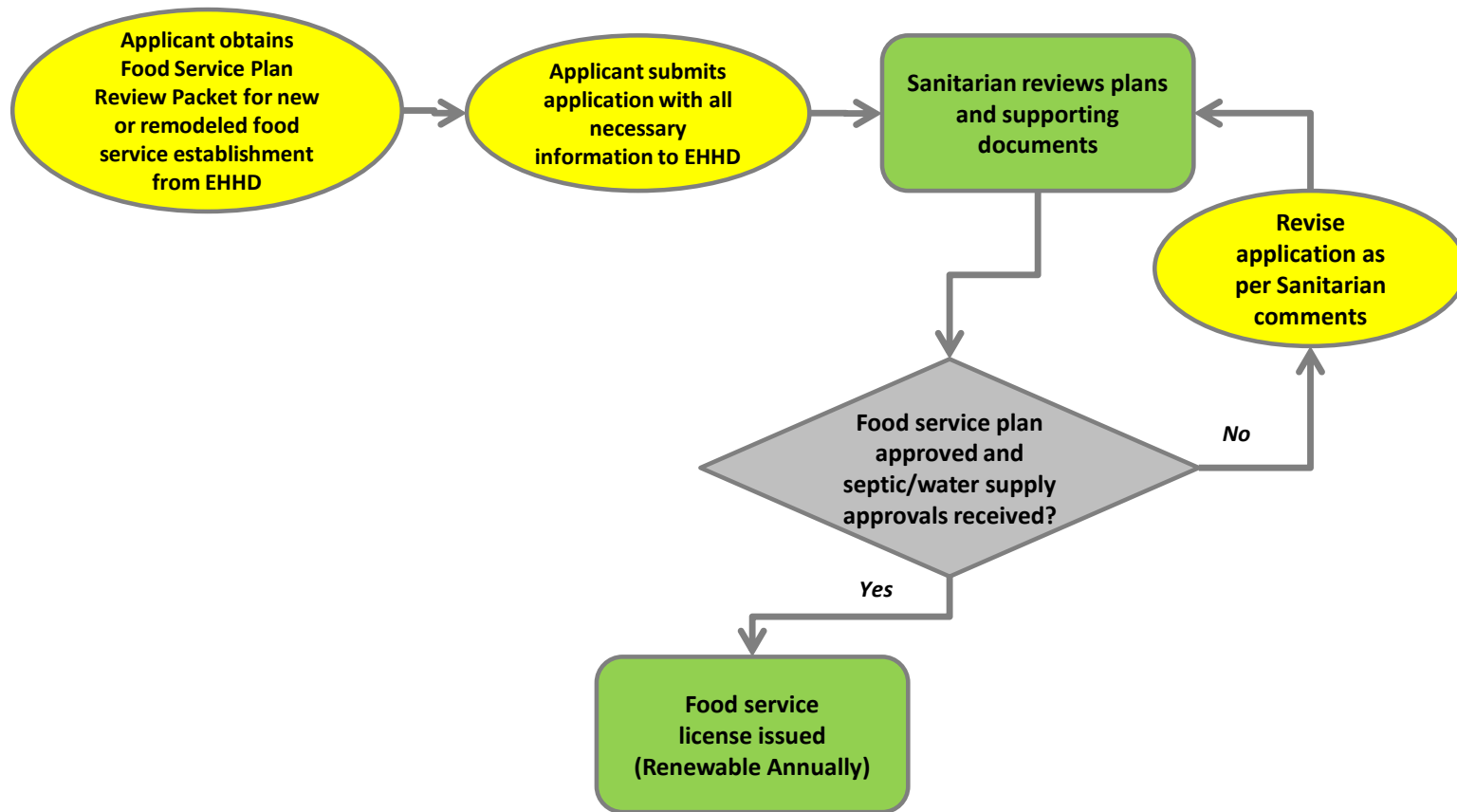


## Septic System Permit Process - Addition/Accessory Structure





# Septic System Permit Application - Food Service Establishments



### Notes on Health District Application Processes

- The Town of Coventry is served by a regional health district, which primarily addresses issues relative to compliance with the Connecticut Public Health Code. The Eastern Highlands Health District provides Public Health Code compliance review and enforcement services to the Town of Coventry.
- Septic system and well construction application processes involve compliance with the CT Public Health Code.
- Note for Food Service Establishments: Procedures for the approval of septic systems and water supplies for food service establishments will vary depending on the establishment proposed. The Sanitarian must be consulted for advice and requirements for specific projects.

## Typical Calendar of Land Use Board Meetings

| Week / Day | Sunday | Monday                         | Tuesday                 | Wednesday                                                   | Thursday                                    | Friday | Saturday |
|------------|--------|--------------------------------|-------------------------|-------------------------------------------------------------|---------------------------------------------|--------|----------|
| Week 1     |        | Town Council                   |                         |                                                             | Water Pollution Control Authority (6:45 PM) |        |          |
| Week 2     |        | Planning and Zoning Commission |                         | Conservation Commission                                     |                                             |        |          |
| Week 3     |        | Town Council                   | Zoning Board of Appeals |                                                             |                                             |        |          |
| Week 4     |        | Planning and Zoning Commission |                         | Conservation Commission<br>Inland Wetlands Agency (7:30 PM) | Economic Development Commission             |        |          |

All meetings are held at 7:00 PM, unless otherwise noted.

Check Town website at [www.coventryct.org](http://www.coventryct.org) for locations of specific meetings.