

## CHECKLIST - Inland Wetlands & Watercourses Commission

- Four copies of a certified A-2 survey showing silt fencing and septic for single-family dwellings. Surveyor's drawings also must show metes and bounds of property lines. Dimensions to property lines of all additions/alterations must be certified. (Required on all new construction or alterations that enlarge the footprint of the building and exceed 200 square feet.) These same four copies will be used for the Zoning Commission.
- Copy of Assessors Map (Also to be used for the Zoning Commission.)
- DEP Reporting Form
- Bristol Water Dept.  
**Bristol Water Dept. PA 06-53 (10/01/2006) Requires notification to the Connecticut Department of Public Health (CTDPH) for any project located within a public water supply aquifer protection area or watershed area.**

The Inland Wetlands Act defines the terms wetlands and watercourses broadly. Wetland means land which consists of any of the soil types designated as poorly drained, very poorly drained, alluvial and floodplain by the National Cooperative Soil Survey of the U.S. Soil Conservation Service. Watercourse means a river, stream, brook, waterway, lake, pond, marsh, swamp, bog and all other bodies of water, natural or artificial, public or private, which are contained within, flow through or border upon the State of Connecticut.

## CHECKLIST - Zoning Commission

These items must be submitted prior to seeking placement on the ZONING BOARD agenda:

- Four copies of the certified A-2 survey as required by the Wetlands Commission (see above).
- Copy of Assessors Map.
- House Number (obtained through Assessor's office)
- Torrington Area Health approval. Tel. # 489-0436
- Completed Soil and Erosion Permit (from the Land Use office).  
This informs the enforcement officer as to who is responsible for the upkeep of soil and erosion control measures, and who to contact if further measures need to be taken. Refer to 2002 CT E&S Guidelines.
- Inland Wetlands approval.
- Copy of property deed.
- Driveway permit.  A) \$1000 driveway entrance bond per town ordinance. See John Fredsall for application.  
 B) Driveways over 200 feet in length require a Construction and Drainage Plan prepared by a Connecticut Licensed Professional Engineer per Zoning Regulation Section 6.4.3.  
 C) Typical Cross Section of Driveway is required to be shown on site plan.

Refer to Ordinance 94 for driveway permit requirements.

- If applicable:
- Historic District approval.
  - Lake Harwinton Area approval (Max Smith 485-1731)
  - Bristol Water Dept. - P.O. Box 58, Bristol, CT 06011  
Robert Longo 582-7431 (requires plans)
  - Fire Marshall (William Baldwin (860) 601-8940) for 3 stories and up & commercial property

Inland Wetlands Commission meets the first Monday of each month  
Zoning Commission meets the second and fourth Monday of each month  
Planning Commission meets the second and fourth Wednesday of each month  
except in July/August when they meet the second Wednesday only.

**Complete applications and plans must be in the Land Use Office *one week* prior to meetings in order to be placed on the agenda.**

As-builts are required in order for the Zoning Enforcement Officer to conduct a final inspection. Certificates of Compliance are issued by the Zoning Enforcement Officer prior to Certificates of Occupancy.  
Note that insurance companies may fail to insure claims if CO's are not issued.

**No accessory buildings shall be constructed on the property prior to obtaining a Certificate of Occupancy per Regulation 6.1.**