

**HOMEOWNER'S GUIDE FOR BUILDING OR INSTALLING
GARAGES, SHEDS,
AND OTHER ACCESSORY STRUCTURES
NOT ATTACHED TO THE HOUSE**

**ZONING
AND
WETLANDS
APPROVALS**



**DEPARTMENT OF PLANNING
CITY OF WATERBURY
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PERMITS REQUIRED

Prior to obtaining a Building 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

- All structures require a Zoning Permit, approved by the Land Use Officer
- If you don't have a property (A2) survey, detached accessory structures, when 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 near 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, detached accessory structures, when placed in the back yard must be at least 5 feet from all property lines.
- Detached accessory structures 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
- ❑ **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.
- ❑ **Elevation Drawing** indicating the height of the accessory structure. You may prepare your own drawing or complete the form provided with these instructions.
- ❑ **Copy of Application for the Building Permit** – which requires a Zoning sign-off.

INLAND WETLANDS PERMIT

Rules

- All structures 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
- ❑ **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 9:30 a.m. to 3:30 p.m. 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. 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