



APPLICATION FOR ACCESSORY APARTMENT ZONING PERMIT

TOWN OF GRISWOLD

28 Main Street, Jewett City CT 06351

PLANNING & ZONING COMMISSION

Town Planner: Telephone No.: (860) 376-7060 Extension 2111

Zoning Enforcement Officer: Telephone No.: (860) 376-7060 Extension 2109

New Application Fee: \$150 plus \$60 State Fee

Renewal: \$75.00

Applications for accessory apartments shall comply with the Griswold Zoning Regulation Section 11.18.

Documents to be submitted with a new accessory apartment application as stated in Section 11.18.1 and Section 11.18.2:

A to scale floor plan of the building A letter signed by the applicant

Health department approval Parking plan

Documents to be submitted for an accessory apartment renewal:

A letter signed by the applicant

1. Property Address: _____
No. Street Name Town/City State ZIP

2. Name of Property Owner: _____ 3. Telephone: _____

4. Name of Accessory Apartment Occupant: _____ 5. Relationship to Home Owner: _____

6. _____ 7. Property is Zoned: _____
Map(s) Block(s) Lot(s) Volume(s) Page(s)

Under penalty of revocation of this permit by the issuing authority, I declare that I have examined this application and the documents submitted in support thereof, and to the best of my knowledge and belief, they are true, correct and complete.

8. Signature of Applicant: _____ Date: _____

9. Signature of Accessory Apartment Occupant: _____ Date: _____

NOTE TO THE APPLICANT: A Zoning Permit is issued on the basis that this application certifies conformance with Section 11.18 of the Griswold Zoning Regulations. Other permits may be required such as those concerning, building code and health code. Obtaining the additional permits is the responsibility of the applicant.

TO BE COMPLETED BY OFFICE STAFF:

Date of Submission: _____ Fee Paid: _____ Cash Check # _____

Permit AA ZP _____ Received By: _____

Conditions of Approval, if any: _____

Signature of Zoning Enforcement Officer: _____ Date: _____

Section 11.18 of the Griswold Zoning Regulations

- 11.18** Accessory Apartments. The purpose of this section is to provide an arrangement within a single-family dwelling for a set of rooms to be used as a separate living facility where family members related by blood and/or marriage can reside in privacy and independence while still being close to relatives for assistance when needed. (6/26/92)
- 11.18.1** An accessory apartment may be permitted by the Zoning Enforcement Officer when the following conditions are met: (6/26/92)
- a. Only one accessory apartment shall be created within a single-family dwelling or an addition to a single-family dwelling.
 - b. The minimum floor area of an accessory apartment shall be 450 square feet and shall not exceed forty percent (40%) of the total floor area of the single-family dwelling.
 - c. The owner(s) of the single-family dwelling in which an accessory apartment is created shall occupy at least one of the dwelling units except for bona fide temporary absences.
 - d. The design of the accessory apartment shall conform to all applicable standards of the State of Connecticut health, building and fire codes.
 - e. Required off-street parking shall be 1-1/2 spaces for the single-family dwelling and 1-1/2 spaces for the accessory apartment.
- 11.18.2**
- a. A letter signed by the applicant, confirming that he or she is the owner-occupant of the primary, single-family dwelling and indicating the name(s) and relationship(s) of the intended occupant(s) of the accessory apartment.
 - b. A floor plan of the building indicating the dimensions and areas of all rooms and clearly showing the locations, accesses and interconnections (if any) of the primary dwelling and the accessory apartment.
 - c. A report from the Griswold Sanitarian indicating that the existing and/or proposed water supply and sewage disposal systems will adequately serve the proposed use. Evaluation of the sewage disposal system shall be according to Section 19-13-B100, as well as any other appropriate sections of the Public Health Code of the Connecticut Department of Health Services.
- 11.18.4** Purchasers of homes that have had permits for accessory apartments who want to continue the use must obtain an approval from the Zoning Enforcement Officer by demonstrating that all conditions prerequisite to obtaining the original permit will continue to be met. (6/26/92)