



## TOWN OF HAMDEN ZONING PERMIT APPLICATION INSTRUCTIONS

Below please find a list of the materials to be submitted to the Planning Office. It is your responsibility to provide all of this information. Town staff will be happy to answer your questions, it is not the function of the staff to either prepare the information or assure its accuracy. Hamden Zoning Regulations are available online at [www.hamden.com](http://www.hamden.com). The Zoning Permit Guidance Material contained in this packet will help you determine if you can comply with the Zoning Regulations or need a Variance.

### Application Fee Schedule (subject to change)

<b>RESIDENTIAL</b>	
One Family Dwelling (new construction)	\$300.00
Two Family Dwelling (new construction)	\$350.00
Three Family Dwelling (new)	\$400.00
Accessory Structures and other (new)	\$100 – structures under 250 sf; \$200 structures over 250 sf
Additions	\$150 – structures under 250 sf; \$250 structures over 250 sf
<b>COMMERCIAL</b>	
Continuation of Use	\$100.00
Change of Use	\$160.00
Commercial (new construction)	\$100 plus \$20 per 1000 square feet
Mixed Use (office/residential, lodging and/or retail) (new construction)	\$ 50 plus \$5 per dwelling unit plus \$15 per 1,000 square feet
Manufacturing/Warehousing (new)	\$100 plus \$20 per 1000 square feet
Multi-family Dwellings (new)	\$100 plus \$20 per 1000 square feet
Parking Lots	\$160 per .25 acres plus \$2 per parking space for impervious area; \$100 per .25 acres plus \$2 per parking space for pervious area
<b>SIGNAGE</b>	
4 sq. ft. or less	\$180.00
Between 4 sq. ft. and 16 sq. ft.	\$240.00
Over 16 sq. ft.	\$310.00
Refacing existing signs	½ of cost for new sign
Residential signs	\$130.00

1. One (1) original and two (2) copies of the following information must be submitted. This application packet is not complete and **CANNOT BE APPROVED** until all of the required materials are submitted. **Any Zoning Permit application that is not approved by the Zoning Enforcement Officer within 180 days of receipt due to lack of completeness or lack of compliance with one or more Zoning Regulations is automatically deemed denied.**
  - a. **Application form** to be completed by applicant.
  - b. **Plot Plan**
    - All existing and proposed buildings and structures and their dimensions, including pools, detached garages and sheds. Proposed additions or structures shall show distance to property lines (front, side and rear yards).
    - Size and dimensions of lot and existing and proposed lot coverage.
    - Plot plan must be based on a survey prepared by a licensed Surveyor or Civil Engineer. However, for minor additions, renovations or structures, the attached plot plan will be acceptable.
  - c. **Scaled Floor Plans** whether new construction, alteration and/or addition.
  - d. **Elevation Drawings** showing building height based on the vertical distance of a building measured from the average elevation of the finished grade adjacent to the exterior walls of the building to the highest point of the roof, including any parapet. In the case of a flat roof, to the top of the lower slope of a mansard roof, and the average height between the eaves and the ridge of a gable, hip or gambrel roof or other roof types. When the finished ground level slopes away from an exterior wall, the vertical distance will be calculated based on the lowest points within the area between the building and the lot line or, when the lot line is more than ten feet from the building, between the building and a point ten feet from the building.
    - Maximum height for residential homes is 35 feet, measured at the mid-point of peaked roofs.
    - Maximum height for accessory structures located in the required rear yard is 15 feet, measured at the mid-point of peaked roofs.
2. If **Variances** were granted for the property, buildings and/or additions, submit two (2) copies of the recorded variance with the Town Clerk's stamp.
3. **Requirements for Corner Lots** – See Hamden Zoning Regulations. For lots zoned R1, R2, R3, R4, and R5 consult Table 2.3 and *Figure 2.1a*. For lots zoned T-3, T-3.5, T-4 and T-5 consult Figures 3.5-3.7.
4. **All maps must be folded** not to exceed the dimensions of 11½ x 9 ½". Fold maps so that the title block is face up.
5. For any change(s) of use, installation or expansion on a property with a **septic system and/or well water requires approval by the Quinnipiac Valley Health District (QVHD.)** Receipt of approval must be submitted along with this application. QVHD can be reached at 151 Hartford Turnpike, North Haven, CT 06473.

Phone 203-248-4528 Fax 203-248-6671

TOWN OF HAMDEN ADMINISTRATIVE ZONING PERMIT AND APPROVAL FOR APPLICATION FOR A BUILDING PERMIT

This permit is hereby applied for in accordance with the requirements of the Hamden Zoning Regulations, Inland Wetland Regulations, and other land use regulations as applicable, per plans attached.

PROPERTY ADDRESS \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

Spring Glen Village District  Newhall Design District

PROPERTY OWNER \_\_\_\_\_ PHONE # \_\_\_\_\_

PROPERTY OWNER ADDRESS \_\_\_\_\_

Type of Permit:  New Construction  Swimming Pool  Change of Use  Addition  Other  
 Sign  Excavation/Fill  Accessory Building/Structure  Continuation

Description of activity for which the permit is sought:  
\_\_\_\_\_  
\_\_\_\_\_

- |               |                 |                 |                |              |
|---------------|-----------------|-----------------|----------------|--------------|
| Property Use: | • Single Family | • Commercial    | • Mixed Uses   | • Non-profit |
|               | • Multi-family  | • Manufacturing | • 2 – 3 Family | • Other      |
| Utilities:    | • Public Water  | • Well          | • Septic       | • Sewer      |

This zoning permit and approval for issuance of a building permit is based on the plot plan and information submitted by applicant. This permit is subject to all conditions (if any) of approval, attached by any board/commission and/or department of jurisdiction. Falsification by omission or misrepresentation, or failure to comply with the conditions of approval or record, shall constitute a violation of the Hamden Zoning Regulations. Applicant certifies that property owner approves of this application. **RIGHT OF ENTRY:** Applicant grants permission to the Zoning Enforcement Officers, Inland Wetlands Enforcement Officer and other Planning and Zoning Department staff to enter the property for purposes of inspecting said property prior to approval of a permit and during construction to see that all conditions stipulated as part of any approval are being met.

Applicant SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_

Owner/Agent

PRINTED NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX \_\_\_\_\_

- |                     |               |                           |                  |                     |
|---------------------|---------------|---------------------------|------------------|---------------------|
| P & Z Approvals(s): | • Site Plan   | • Special Permit          | • Re-subdivision | • Subdivision       |
|                     | • O.S.D.      | • C.A.M.                  | • A.P.Z.         | • Flood Hazard Area |
|                     | • Flood Plain | • Substantial Improvement |                  |                     |

ZBA Variance (s) #: \_\_\_\_\_ Granted on: \_\_\_\_\_

A check mark indicates that a signature is required. Permit is not valid without all required signatures.

- |                   |       |                 |            |
|-------------------|-------|-----------------|------------|
| • Engineering     | _____ | Town Engineer   | Date _____ |
| • GNHWPCA         | _____ | Authorized Agt. | Date _____ |
| • QVHD            | _____ | Authorized Agt. | Date _____ |
| • Fire Department | _____ | Fire Marshall   | Date _____ |
| • Inland/Wetlands | _____ | Authorized Agt. | Date _____ |
| • Police/Traffic  | _____ | Authorized Agt. | Date _____ |
| • Tax Department  | _____ | Tax Collector   | Date _____ |

Permit Issuer/Planning Office _____	Name _____	Fee _____
_____	Title _____	Date Paid _____
_____	Date _____	Receipt # _____

Restrictions:

Revised 10/24/14 Note: Any Zoning Permit application that is not approved by the Zoning Enforcement Officer within 180 days of receipt due to lack of completeness or lack of compliance with one or more Zoning Regulations is automatically deemed denied.

# PLOT PLAN

Please include the dimensions of all structures on property.

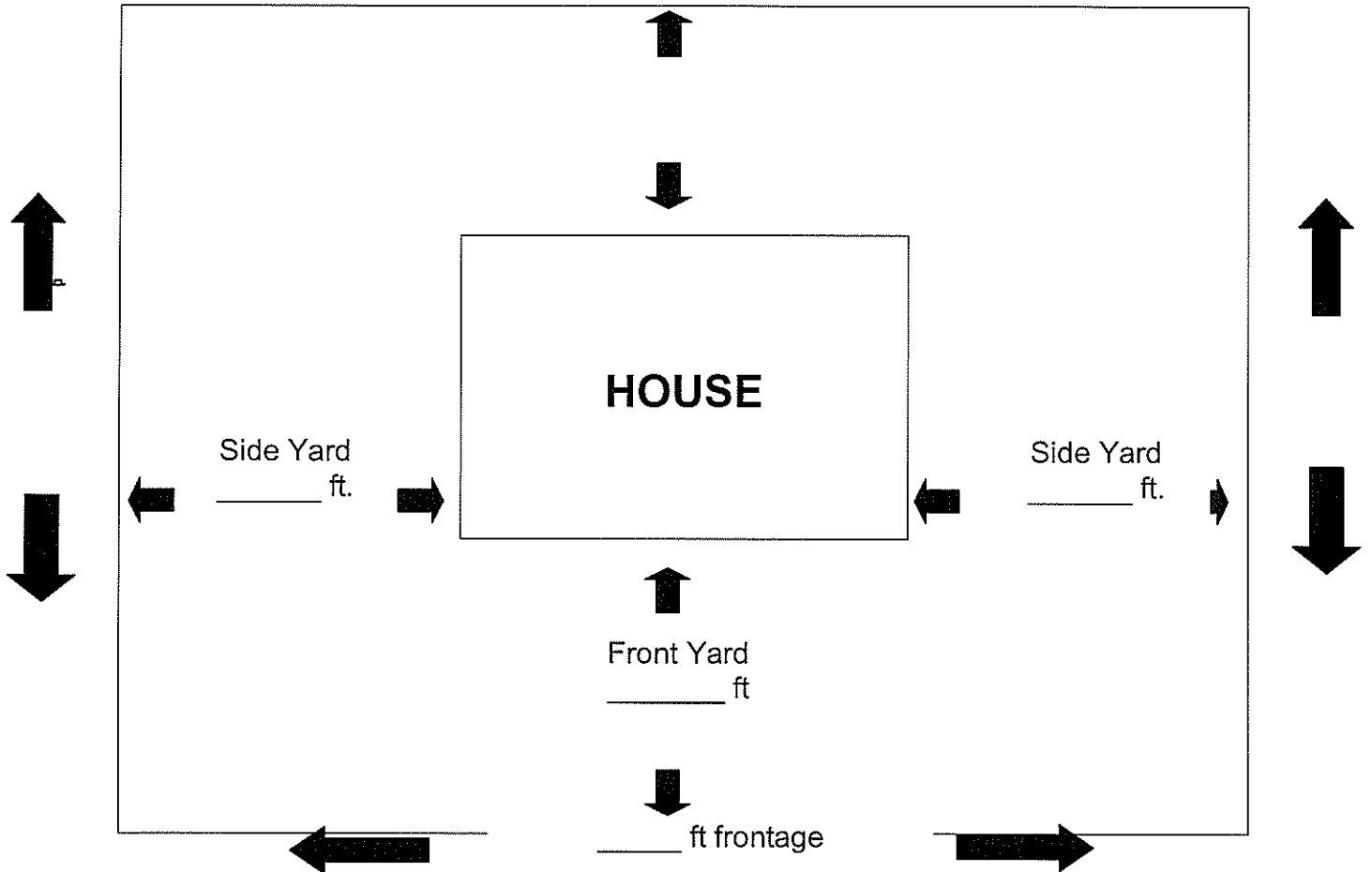
DATE \_\_\_\_\_ PERMIT No. \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOUSE NUMBER \_\_\_\_\_ LOT NUMBER \_\_\_\_\_ MAP \_\_\_\_\_

INTERIOR or CORNER LOT \_\_\_\_\_ ZONE \_\_\_\_\_

INDICATE NORTH



Distance from front of house to:

SIDEWALK \_\_\_\_\_ ft. Curb Line \_\_\_\_\_ ft. STREET \_\_\_\_\_ ft.

I certify the information above is correct:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

*\*If submitting a Site Plan prepared by a professional, this form may not be necessary.*

TOWN OF HAMDEN  
PLANNING & ZONING DEPARTMENT

**LOT REQUIREMENTS<sup>1</sup>**

EFFECTIVE JANUARY 1, 2010

Zone	Area <sup>2</sup>	Lot Width	Front Yard <sup>3</sup>	Rear Yard	Side Yard	Building Coverage	Lot (Impervious Surface) Coverage	Building Height
R-1	80,000 sq. ft.	200'	50'	50'	30'	15%	20%	35'
R-2	40,000 sq. ft.	120'	40'	40'	20'	15%	20%	35'
R-3	20,000 sq. ft.	100'	40'	40'	15'	20%	25%	35'
R-4	10,000 sq. ft.	80'	25'	25'	12'	25%	30%	35'
R-5	6,000s q. ft.	60'	20'	25'	10'	30%	35%	35'
M	20,000 sq. ft.	100'	25' max.	25'	10'	40.00%	60.00%	40'
T-1	n/a	n/a	n/a	n/a	n/a	3.00%	6.00%	n/a
T-2	n/a	120' min.	48'	40'	20'	15.00%	20.00%	35'
T-3 & T-3.5	n/a	120' max.	24'	12'	12'	25.00%	35.00%	35'
T-4	n/a	100' max.	6' min. – 18' max.	5'	0'	40.00%	80.00%	35'
T-5	n/a	180' max.	0' – 12' max.	5'	0' min. - 24' max.	60.00%	80.00%	60'

- 1 For properties in T-Zones please review all of Article III in addition to this table.
- 2 Note: Any portion of the property containing wetlands or slopes greater than 20% cannot be counted towards meeting this requirement. T-Zones do not have a minimum lot size per se. The area required will be determined by the requirements of Table 3.4
- 3 All yard (set back), area and lot width requirements are expressed as minimum figures except where a maximum is shown. All coverage and height requirements are expressed as a maximum figures.

*Date last revised: October 24, 2014*

**Setbacks for Detached Accessory Structures in R-Zones<sup>4</sup>**

<b>General Location</b>	<b>Side</b>	<b>Rear</b>	<b>Front</b>
<b>In Required Rear Yard</b>	3'	3'	
<b>Beyond Required Rear Yard</b>	Same as Primary Structure		
<b>Front Yard</b>	Primary Structure		Primary Structure + 12'

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4 For setbacks for accessory structures in T-zones consult Table 3.4.

## ZONING PERMIT GUIDANCE MATERIAL

There are three documents attached, which you should use as needed when submitting a Zoning Permit Application:

1. Lot Requirements (two pages)
2. Calculating Building Coverage and Percentage Impervious Surface
3. Zoning Permit Key Information

You need to make sure that your plans comply with the Zoning Regulations. The “Lot Requirements” sheets indicate the key zoning requirements, including yard (setbacks), building coverage and impervious surface coverage.

The other two documents are worksheets. If you are constructing a new building, expanding an existing building or adding an accessory structure such as a shed or garage, you will need to demonstrate compliance with the two maximum coverage requirements. Use the sheet titled, “Calculating Building Coverage and Percentage Impervious Surface” to calculate the percentages.

If you are constructing a new building or a significant expansion of an existing one, you should also fill out the Zoning Permit Key Information Sheet for all the relevant items. The more information you are able to provide, the easier it is for the Zoning Enforcement Officer to review your application and the faster it can be processed.



Planning Department · Hamden Government Center  
 2750 Dixwell Avenue · Hamden, CT 06518  
 Phone (203) 287-7070 Fax (203) 287-7075  
 www.hamden.com

## CALCULATING BUILDING COVERAGE AND PERCENTAGE IMPERVIOUS SURFACE

### BUILDING COVERAGE

1. Add up the area (footprint) of all buildings and other structures:

Item	Area	Helpful hints
Primary Building (house, etc)	sq. ft.	Vision Appraisal has dimensions and GFA
Garage	sq. ft.	In Vision Appraisal
Shed	sq. ft.	Length x Width
Swimming Pool	sq. ft.	If round, $3.14 \times \text{radius}^2$
Other	sq. ft.	
<b>Total "Building" Area</b>	sq. ft.	

2. List the number of acres: \_\_\_\_\_ acres (Often a decimal – see In Vision Appraisal)

3. Multiply the number of acres by 43,560: \_\_\_\_\_ sq. ft. This is the **Total Lot Acreage**

4. **Percent Building Coverage** equals the **Total Building Area** divided by the **Total Lot Acreage**: \_\_\_\_\_ %.

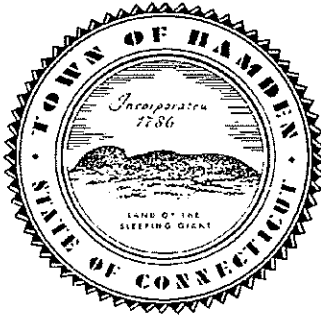
### PERCENT IMPERVIOUS SURFACE

1. Copy the **Total Building Area** into the table below and the fill in the other items if they apply

Item	Area	Helpful hints
Total Building Area	sq. ft.	Vision Appraisal has dimensions and GFA
Patio, if impervious	sq. ft.	In Vision Appraisal
Driveway, if impervious	sq. ft.	Length x Width
Front Walk going from the house to sidewalk	sq. ft.	Length x Width
Other	sq. ft.	
<b>Total Area Impervious Surface</b>	sq. ft.	

2. To get the **Percentage of Impervious Surface** divide the **Total Area Impervious Surface** by the **Total Lot Area**: \_\_\_\_\_ %.





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## Zoning Permit Key Information

*Note: All proposed site work associated with your project must be disclosed and illustrated in your plans so that staff are able to determine what approvals are required.*

Type of Construction – Primary Structure	New	Addition	None	
Proposed Accessory Structure(s)	New	Addition	Replacement	None
Proposed Front Yard Setback	ft.			
Proposed Rear Yard Setback	ft.			
Proposed Side Yard Setbacks	Side 1	ft.	Side 2	ft.
Proposed Percentage Building Coverage	%			
Proposed Percentage Impervious Surface Coverage	%			
Are Drainage Calculations Included?	Yes	No		
List Proposed Drainage Infrastructure Proposed, Including Drains, Basins				
Is Zero Net Increase in Runoff Achieved?	Yes	No		
Are Changes in Grade Proposed?	Yes	No		
Amount of Excavation (excluding foundation) Proposed	Cubic yards			
Amount of Re-grading Proposed	Cubic yards			
Amount of Earth or Gravel Added to Site	Cubic yards			