



Town of Haddam

This document is intended as a brief Guideline of the Permitting process in Haddam. For detailed regulations, please refer to the Haddam Zoning Regulations (includes the Higganum Village District Design Guidelines), Subdivision Regulations, Regulations for Public Improvement, and Inland Wetlands and Watercourses. Copies of all Regulations are available in the Haddam Land Use Department and on the town website at www.haddam.org

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1. **Why should I get a permit?**

There are many important reasons to obtain the required permits and to obtain the required inspections for your project:

- ◇Protects Property value – Your home or business is an investment. If your project does not comply with the codes and standards adopted by the Town and State, the value of your investment could be reduced.
- ◇Saves money – Property insurance may not cover work or damages caused by work performed without permits or inspections.
- ◇Makes selling your property easier – Buyers and Sellers should check with their financial institutions to determine what documentation is required for a real estate transaction.
- ◇Improves safety – The permit review and inspections process is designed to ensure that all construction is safe. By following code guidelines, your completed project will meet minimum standards of safety and will be less likely to cause injury. Mandatory inspections act as a system of checks and balances resulting in a safer project.

2. **How does the permitting process work?**

For Projects that involve a new structure, or altering the footprint of an existing structure, the entire application is reviewed (in order) by: 1) The Health District 2) The Zoning Official and 3) The Building Official. Note: If Wetlands or Wetlands Soils are present, Wetlands review takes place first –before any other department or official review.

See # 5 of this document: **What Activities require Inland Wetlands Approval.**

If the activity requires review by the Planning and Zoning Commission or by the Zoning Board of Appeals, the Commission or Board review would occur **prior to applying** for a Building/Zoning Permit.

3. What projects require a Zoning Permit?

Zoning Permits generally regulate the size, height and location of structures and buildings and signs and the use on a property. Construction, reconstruction, extension, enlargement, moving, or altering any structure, sign, pool, or building requires a Zoning Permit. Fences and stone walls and at grade patios and fire pits are not considered structures and do not need a zoning permit. A Zoning permit is also required for any new Commercial Business, and for Commercial Business Signs.

The following projects **DO REQUIRE** a **Zoning Permit:**

- New Homes
- Additions to buildings, including garages, porches and decks
- Detached Garages
- Swimming Pools – both in ground and above ground
- All sheds, regardless of size
- Business Signs

The following projects **DO NOT REQUIRE** a **Zoning Permit:**

- Re-roofing, re-siding, or door and window replacement.
- Interior renovations which do not alter the exterior footprint of the structure, such as bathroom remodels, sheetrock, or wall repair.
- Gas and wood fireplaces
- Demolition
- Foundation repairs
- Fences and stone walls
- Slabs and patios and fire pits

4. What projects require a Building Permit?

The Building Official reviews all construction (both interior and exterior) to ensure that structures are built to code and can be occupied safely. A building permit must be applied for and approved **before beginning** construction, alteration or major repairs. Additional information about Building Permits will soon be added to this document.

5. What Activities require Inland Wetlands Approval?

The Inland Wetlands Commission, with the aid of the Inland Wetlands Officer, regulates activities proposed in an inland wetlands or watercourse, and within the 100 feet upland review area. The location of the proposed activities in relation to the wetlands may be determined by the Commission or the Wetlands Officer. Wetlands are determined by soil type. This means that you could have a 'dry' property that is considered wetlands. Also, while there may not be wetlands on your property, wetlands located on an adjacent property may require review of your proposed activity.

The Town has wetlands maps that can tell us generally where wetlands are located in town. Soil testing by a Soil Scientist can definitely determine if the area is designated Wetlands.

An Inland Wetlands Permit Application is required for activities within the designated wetlands (or 100 foot review area) involving:

- The storage, removal or deposition of material
- Any obstruction, construction, alteration or pollution of a wetland or watercourse
- Any earth moving, filling, construction

- New Construction or Additions to homes within the Review Area
- Timber Harvest and Discharging of waters

Approval from Inland Wetlands is required before obtaining a Zoning Permit.

The following projects **DO NOT REQUIRE** Inland Wetlands Approval:

- Interior renovations that do not alter the exterior of a structure
- Re-roofing, re-siding, or door/window replacement

6. What Activities require Approval from the Health Department (Connecticut River Area Health District (CRAHD))?

The Town of Haddam contracts with the Connecticut River Area Health District to review all health applications and to ensure that they are Public Health Code compliant. A representative from CRAHD is in the Haddam Land Use office on Tuesday and Thursday mornings from 8:30 AM to 10:30 AM and has a main office in Old Saybrook. CRAHD is responsible for licensing and/or regulating numerous activities as required by the Connecticut General Statutes, the Connecticut Public Health Code and local (District) regulations.

See the CRAHD website at: <http://www.crahd.net> for a full list of Services provided and fees.

An application and approval is required by CRAHD for:

- All new structures
- All building additions, accessory structures, changes of use, and lot line changes for existing structures. (ex: room additions, garages, sheds over 200 sq. ft., pools, barns, greenhouses, etc.)
- Septic Tank abandonment
- Soil test/evaluation for a proposed septic area
- Engineered septic design review and non-engineered septic construction proposals by installers
- Subdivision Plan Review by lot

An application and permit is required by CRAHD for:

- Repair/alteration to an existing septic system OR installation of a new septic system
- A new well or re-drilling of an existing well
- Well abandonment
- Wastewater discharge from household water treatment systems

Initial (new) and annual renewals of licenses are required by CRAHD for:

- Food Service Establishments (Temporary, seasonal and permanent establishments, caterers, mobile vendors)
- All body care establishments (barber shops, nail and hair salons, tanning establishments, tattoo and body piercing establishments)
- All overnight stay facilities (bed and breakfasts, inns, hotels, motels, cabins)
- All family campgrounds
- All public swimming pools and spas
- Child day care centers and group homes (biennial inspections by CRAHD, licensed by state)

For the majority of Zoning/Building Applications, one of the first steps is a “B100a” application and review from the Health District (CRAHD). The B100a review determines if the lot can support a code complying sewage disposal system based on the proposed use stated in the application, and ensuring that a code compliant septic system area is preserved on the property.

7. Do I need approvals from other Departments?

In addition to Building, Zoning, Wetlands, and Health Approvals, depending on the proposed Project, you may need approval from the **Fire Marshal**. The Fire Marshal is required to inspect all Commercial Projects

for final approval before a Certificate of Occupancy or a Certificate of Completion can be issued by the Building Department.

Properties that are located approximately 1000 feet from the CT River are in the Gateway Conservation Area. Some activities in this zone may require review by the Gateway Commission located in Essex.

All applications for the Building and Zoning Departments must be approved by the Tax Collectors Office before submitting to the Land Use Department. No permits will be approved for accounts with outstanding tax bills.

8. Who may apply for a permit?

The Homeowner may apply for a permit. A homeowner's authorized representative may apply for a zoning/building permit. An authorized representative must have authorization in writing to apply for a permit on the homeowner's behalf.

9. What projects require a Special Permit and what is a Special Permit?

A Special Permit is a use that is allowed in a zone but that has an additional level of review by the Planning and Zoning Commission. These uses require a public hearing before the Planning and Zoning Commission and the review will consider the 'appropriateness' of the use in that area as well as the design and location of any buildings. Things such as parking, lighting, and preservation of historic structures are all considered in a special permit application.

In order to meet the statutory requirements of legal notice, most applications are due approximately a month before the Planning and Zoning meeting. The applicant is urged to meet with the Town Planner prior to application. The full application requirements for a Special Permit Application can be found in the Haddam Zoning Regulations: Section 15.

Here are some common examples of Special Permit Uses:

- Creation of an Accessory ("In-Law") Apartment
- Housing for the Elderly
- Assisted Living or congregate housing
- Church or House of Worship
- Hotel and/or Conference Center
- School or Educational facility
- Recreational facilities including outdoor recreational facilities, municipal uses except those housing public works facilities
- Demolition of existing structures located in the Higganum Village District
- Liquor stores
- Restaurants with outdoor dining
- Dog kennels and Veterinarians
- Gas Stations
- Earth Materials Operations
- Conservation Subdivisions

10. What is a Subdivision or Re-Subdivision Application?

Applications to subdivide, or re-subdivide a parcel must be reviewed by the Planning and Zoning Commission. All subdivision and resubdivision applications must be prepared by a civil engineer (PE) or a licensed land surveyor registered in the State of CT. In order to meet the statutory requirements of legal notice most applications are due approximately a month before the Planning and Zoning meeting.

The applicant is urged to meet with the Town Planner prior to application.

Detailed information for Subdivision requirements and application submission is provided in the Haddam Subdivision Regulations, which is available on the Town website at:

https://www.haddam.org/sites/haddamct/files/uploads/subdivision_regulations.pdf

If a Property has not been subdivided since March 17, 1956, it may be entitled to a one-time, initial “free” split – into a maximum of two lots. Each lot must have the minimum acreage for the Zoning District that it is in:

R2 (1 and 2 family), R2A (1 and 2 family), and R1 (2 family)	Min Lot Size: 2 acres
R1 (1 family)	Min Lot Size: 1 acre

For an initial “free” split, it is not necessary to apply to the Haddam Planning and Zoning Commission if you can demonstrate to the Town Planner that you meet the free split requirements. Usually this requires a title search. Free splits do require a B110a from the Health Department and an A2 Survey showing the new lot. Once the lot is created, it will need to be recorded in the Haddam Town Clerk’s office. Please confer with the Town Planner regarding a ‘free split’.

11. What is a Site Plan Review and when is it needed?

Certain uses of property require a Site Plan Review Application. These include, but are not limited to:

- Bed & Breakfast establishments with up to six guest rooms
- Barber shops and hair salons
- Personal services, such as Wellness
- Home Occupation Businesses
- Nursery Schools and Day Care Centers for 12 or fewer children

The applicant is urged to meet with the Town Planner to determine if a Site Plan Review Application is required. The full application requirements for a Site Plan Review can be found in the Haddam Zoning Regulations - Section 14.

12. How much will the Permits Cost? (fees effective November 1, 2017)

Land Use Department

Zoning Permit Fee (includes State of Connecticut fee)	\$ 100.00
Driveway Permit if length <500 ft and grade < 8%	\$ 25.00
Driveway Permit if length >500 ft	\$ 50.00
Driveway Permit if grade 8% or greater + Engineer fee	\$ 125.00
Erosion & Sedimentation Bond (for most applications)	\$ 500.00
Driveway Bond (for most applications)	\$ 1,000.00
Subdivision Application Fee per Lot	\$ 200.00 minimum = \$ 350.00
Special Permit Application Fee	\$ 150.00
Site Plan Review Fee	\$ 150.00
Change of Zoning or Zoning Map Fee	\$ 250.00
Zoning Board of Appeals Variance Application Fee	\$ 125.00
Zoning Board of Appeals Appeal of Order/Decision	\$ 125.00
Inland Wetlands Application Fee	\$ 185.00
Inland Wetlands Significant Activity Fee	\$ 35.00 per each 1,000 sq. ft.
Inland Wetlands Renewal/Extension of Permit	\$ 25.00
Inland Wetlands Petition to Amend Map	\$ 475.00

Health Department: See CRAHD Fees at the following link:

<https://docs.google.com/a/crahd.net/viewer?a=v&pid=sites&srcid=Y3JhaGQubmV0fGNyYWVkMXxn eDoyMmMwYzhhODQwMTY5ZmZm>

The Building Department Permit fees are assessed separately at the time of Review by the Building Official and are based on the individual project.

13. What documents do I need to submit with my permit application(s)?

Please see the individual Application and Application Packets for a description of the documentation required for each type of permit. These are located on this website at the following links:

<https://www.haddam.org/land-use-department/pages/building-department-applications>
<https://www.haddam.org/land-use-department/pages/land-use-applications>

14. Where and when can I apply for a permit?

All Departments (Health, Zoning & Building) are located in the basement of the Haddam Town Hall Office Building at 30 Field Park Drive, Haddam, CT.

Office Hours: Monday through Wednesday 8:30 AM – 4:00 PM
Thursday 8:30 AM – 6:30 PM
Friday 8:30 AM – 12:00 Noon

The Health Department Representative is in the Haddam office: Tues & Thurs 8:30 AM – 10:30 AM
If you wish to discuss a specific project, it is best to make an appointment to meet with the CRAHD Sanitarian – please call (860) 661-3300 to make an appointment with the Health Department.

15. I have more questions. Who do I call/contact?

Health Department:	Connecticut River Area Health District	(860) 661-3300
Land Use Department:		
	Liz Glidden, Town Planner	(860) 345-8531 Ext. 219
	Jim Puska, Zoning Officer	(860) 345-8531 Ext. 224
	Gary Vivian, Building Official	(860) 345-8531 Ext. 231
	Diane Murphy, Administrative Assistant to Building Official	(860) 345-8531 Ext. 231
	Maureen Tary, Administrative Coordinator, Land Use	(860) 345-8531 Ext. 216