



ZONING PERMIT APPLICATION

Date: _____

Zoning Permit Fee: \$75.00

State Surcharge: \$60.00

Total Fee: \$135.00

Check one of the following:

Fence*

Sign*

Site Work*

Shed*

Deck*

Other

FOR OFFICE USE ONLY:	Is this property subject to a: Wetland Regulated Area	Y	N
	FEMA Flood Zone	Y	N
	Historic District	Y	N
	Utility Infrastructure	Y	N

Job Location: _____

Applicant:

Record Owner:

Name

Name

Address

Address

City

Zip

City

Zip

Telephone

Telephone

Email

Email

Describe the purpose of this permit below and attach any appropriate supporting doc or plans:

Applicant's Signature: _____

*Prior to signing, please review the information on the reverse side

This form should be filled out and included as part of your application through the online [CityView Permitting Portal](#).

ACTION:

Approved

Denied

Date: _____

ZEO Signature: _____

By signing this application, you are stating that the information provided, including proposed project locations, are correct and will accurately depict post installation conditions.

Fences: This permit applies to any fence project that is not required for pool protection. Any fence that is intended for pool protection must be reviewed by the Building Department and receive a permit from that office.

Fencing can go up to but not onto a property line. Fencing behind the Building Line can be up to 7 feet tall and be a privacy fence. Fencing forward of the Building Line has a height restriction of 4 feet tall and must be at least 50% open, similar to a picket fence. Additional fencing regulations and examples can be viewed [here](#).

Fence permits must be accompanied with a surveyed plot plan of the property. Please be sure to include the plot plan and indicate (marked in red) the proposed location of the fence on the property along with the fence height and fence type (vinyl, wood, etc.). Surveyed plot plans can be obtained at the Planning and Zoning Office or can be scanned and emailed to the applicant by request. The Planning and Zoning Division phone number is 860.561.7555, the email for requests is comment.tpz@westhartfordct.gov.

Signs: This permit applies to the following signs: Signs where only the “face” is being replaced within an existing sign cabinet; banners or other temporary signs; or other permanent free-standing signs where the installation of posts is not required. Any other sign installation must be reviewed by the Building Department and receive a permit from that office.

Sign permits should include a detail of the sign including its location and dimensions.

Sheds: This permit only applies to one-story, detached accessory structures used as tool and storage sheds, playhouses and other similar uses and where the floor area does not exceed 200 square feet. Any other shed or detached building must be reviewed by the Building Department and receive a permit from that office.

Shed permits must be accompanied with a surveyed plot plan of the property. Please be sure to include the plot plan with a scaled drawing that indicates (marked in red) the size and location of the shed on the property. Surveyed plot plans can be obtained at the Planning and Zoning Office or can be scanned and emailed to the applicant by request. The Planning and Zoning Division phone number is 860.561.7555, the email for requests is comment.tpz@westhartfordct.gov.

Decks: This permit only applies to decks not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve an exit door. Any other deck must be reviewed by the Building Department and receive a permit from that office.

Deck permits must be accompanied with a surveyed plot plan of the property. Please be sure to include the plot plan with a scaled drawing that indicates (marked in red) the size and location of the deck on the property. Surveyed plot plans can be obtained at the Planning and Zoning Office or can be scanned and emailed to the applicant by request. The Planning and Zoning Division phone number is 860.561.7555, the email for requests is comment.tpz@westhartfordct.gov.

Site Work: Site Work permits are required for any project that is installing drainage, or could otherwise impact the flow of water on the property, including but not limited to excavation and fill.

If an unforeseen drainage nuisance to an abutting private property or the Town’s Right-of-Way is created by the site work project post construction, then it will be the property owner’s responsibility to correct it. If the drainage nuisance is not voluntarily corrected, the Planning and Zoning Office may issue an order to abate the nuisance.