

INSTRUCTION SHEET

[For all Town of East Haven P & Z applications and permits]

The following instructions are applicable and mandatory for all permit applications obtained from the P & Z office. This "instruction sheet" was developed to assist the applicant with the required procedures. Professional builder as somewhat familiar with municipal requirements; but in most instances, homeowners can be overwhelmed with the process.

Each Specific application [zoning permit, site plan, subdivision, variance application, etc] has its own guidelines and specific instructions & requirements.

The first obligation for any new building project is to obtain **certification** from the **Greater New Haven Regional Sewer Authority** regarding the availability of sewers. This **certification** is necessary for new construction, and is not required for additions, garages, sheds, signs, etc.

Once this certification is obtained, the applicant may request a "pre-submission" meeting to insure that the proposal does not require a zoning variance or any other type of "specialized" permit.

In order to successfully accomplish the goals of this "pre-submission" meeting, the applicant must provide an Assessor's Card and an A-2 survey [mandatory for all new construction only].

It is also strongly suggested that the applicant make a similar meeting with the **Engineering Department** to check if any additional permits such as Wetland, Flood and Erosion and/or a Coastal Area Management Permit will be required before a Planning and Zoning permit can be issued.

Once again, instructions for each individual permit generated by this office are on each specific permit. If, at any time, the applicant is unsure of what is required, a telephone call or an appointment with the Zoning Administrator is recommended.

Adherence to these simple instructions will insure that the permit procedure goes as smoothly and quickly as possible.